














Corporate Risk Assessment

Activity being assessed: Visitors into School		Risk assessment reference number: Visitors Risk assessment created on: September 2020 Review date due: December 2020		
Persons undertaking or affected by the activity				
<input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Contractor <input checked="" type="checkbox"/> Public <input checked="" type="checkbox"/> Service User <input checked="" type="checkbox"/> Other <u>Pupils / Visitors</u>				
Hazard	Control measure	Likelihood	Severity	Risk Level
		1. Very Unlikely 2. Unlikely 3. Likely 4. Very Likely 5. Certainty	1. Negligible 2. Minor 3. Medical Treatment 4. Major 5. Fatal	<i>Likelihood x Severity = Risk Level</i>
Exposure to Covid-19	<p><u>General</u></p> <ul style="list-style-type: none"> • This risk assessment has been developed in line with the Welsh Government's <u>Keep Wales Safe - at Work</u> – Guidance for Employers and Employees. • Visitors should only enter school buildings if they have made an appointment with a member of staff or the Headteacher • Visitors must stick to the one way system in school and be with a member of staff at all times. • The allocated room for visitors must be social distanced and the number of people in the room checked before visitors can attend. • Visitors are to enter via the main entrance into the building, all visitors are to hand sanitise on entering. • Visitors must report to reception on entry, so the office can take a name and number for track and trace. • Visitors are to be issued a sticker on arrival and must inform the admin office when they leave the premises. 	2	3	6

	<ul style="list-style-type: none"> • The room will be cleaned before arrival. If there any issues then they are to be raised with the school. • Facemasks are to be used in communal areas (corridors) <p><u>Operational Times and entry to building</u></p> <ul style="list-style-type: none"> • Appointments should be made within school opening hours. • Entrance through main building, Reception • All individuals must use the hand sanitiser upon entering and leaving the building and wash/sanitise their hands regularly for the duration of the time they spend in the building eg. <p><u>Hygiene – handwashing, sanitation facilities and toilets</u></p> <ul style="list-style-type: none"> • Hand washing facilities will be in place. • Hand sanitiser in rooms and is kept away from direct source of heat, e.g. sunlight • All individuals are to be meticulous with their hand washing; washing thoroughly for at least 20 seconds on a regular basis. • Cover your cough or sneeze with a flexed elbow or tissue; immediately dispose of the tissue safely and wash/sanitise your hands. • Individuals to refrain from touching their eyes, nose, and mouth whilst at work. • Visitors can use the disability toilet by reception area, but be aware of social distancing whilst in the corridor or by Reception. <p><u>Cleaning</u></p> <ul style="list-style-type: none"> • The cleaning and disinfecting of rooms being used during visits is the responsibility of the school and in line with the schools risk assessments. 			
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	<ul style="list-style-type: none"> • Visitors must clear any workspaces used within schools and remove waste and belongings from the work area at the end of a visit. • Limit as far as possible shared use of stationery. <p><u>Social Distancing</u></p> <ul style="list-style-type: none"> • Follow school risk assessment regarding social distancing and minimise movement around the school, especially at busy times, i.e. end of lessons, break times. • Social distancing must be maintained where ever possible. • If a visitor is using a room the school will ensure it is set up for social distancing before visitors enter. If the room has windows these should be opened to improve ventilation. • Wear facemasks in communal areas. • Avoid travel around the building. • Visitors must follow any instructions and information related to controlling the virus. • Any concerns in relation to control measures should be raised with the school. • Visitors will not be greeted with a handshake, as physical contact must be minimized. <p><u>Meetings</u></p> <ul style="list-style-type: none"> • Face to face interaction should be reduced as much as possible. If a visit/meeting/work can be done via telephone/skype/teams etc. then this should be considered as the safest method. Otherwise consideration must be given to whether a 2 meter distance can be maintained. • If meetings are necessary, the room will be assessed by school for the number of people who are permitted to enter meeting rooms and if the room has windows these should be opened to improve ventilation and employees must keep a 2 meter distance apart throughout the meeting. 			
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	<p><u>Training</u></p> <ul style="list-style-type: none"> • Where possible training should be delivered online. If this is not possible then consideration needs to be given to social distancing. • Any training planned needs to allow time for hand washing and any social distancing measures if activities are planned. • Participants should bring their own writing materials, drinks and lunches. • The room will be assessed by school for the number of people permitted to be in there and seating needs to be planned to ensure social distancing. Windows should be opened to improve ventilation where possible. • Seating arrangements should be forward facing where possible to minimise people facing each other. • Participants and trainers should wash hands on arrival and after any breaks where they leave the room. • Any resources needed should be appropriately sanitised either by not being used for 72 hrs prior to training or by using appropriate wipes. If resources are new ensure hands are washed before handling them. • Where possible any handouts should be emailed to participants for them to print out. • At end of session appropriately store equipment by placing in a bag to allow to prepare for it to be sanitised. <p><u>Symptoms of Covid-19</u></p> <ul style="list-style-type: none"> • If a visitor or members of their household are displaying any symptoms of Covid-19 they must not come into school and follow Public Health Guidance. • If a visitor develops/displays symptoms during a visit they must inform the school admin asap. 			
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Personal Protective Equipment											
 Aprons must be worn <input type="checkbox"/>	 Eye Protection must be worn <input type="checkbox"/>	 Head Protection must be worn <input type="checkbox"/>	 Safety Harness must be worn <input type="checkbox"/>	 Ear Protection must be worn <input type="checkbox"/>	 Safety overalls must be worn <input type="checkbox"/>	 Safety boots must be worn <input type="checkbox"/>	 Respiratory equipment must be worn <input type="checkbox"/>	 Hi Viz clothing must be worn <input type="checkbox"/>	 Protective gloves must be worn <input type="checkbox"/>	 Face Protection must be worn <input checked="" type="checkbox"/>	Other _Face Masks in Corridors_____ _____ _____ _____ _____ <input type="checkbox"/>
Additional risk information											
<p>In the event of an incident/accident, please contact your nearest first aider.</p> <p>All incidents/accidents must be recorded on NPT's Online Accident Reporting System.</p> <p>Suitable information, instruction and training on how to use, store and maintain Personal Protective Equipment (PPE) correctly to be provided.</p> <p>All staff to have regard for their and others health and safety at all times.</p>											
Please identify how this risk assessment has been communicated											
Team brief / Team meeting	<input type="checkbox"/>										
One to one	<input type="checkbox"/>										
Email	<input checked="" type="checkbox"/>										
Other (please specify:	<input checked="" type="checkbox"/> School Website / Parent App										
Emergency Procedures											
Contact name:											
Contact number:											
Contact number (out of hours):											
Hospital:	Neath Port Talbot Hospital										
Emergency Services:	999										
Name: A Powis				Position: Business Manager				Date: 2.9.20			

Risk assessments must be reviewed as a result of change in working practices / legislation or following an incident / accident									
Reviews	Key		Likelihood of Injury						
Review date :	Likelihood 1. Very Unlikely - This will probably never happen/occur 2. Unlikely - Do not expect it to happen/recur but it is possible it may do so 3. Likely - Might happen or recur occasionally 4. Very Likely - Will probably happen/recur, but it is not a persisting issue/circumstance 5. Certainty - Will undoubtedly happen/recur, possibly frequently	Severity 1. Negligible - Minor injuries or discomfort. No medical treatment or measurable physical effects. 2. Minor - Injuries or illness requiring on site first aid. Temporary impairment. 3. Medical Treatment - Injuries or illness requiring hospital treatment. 4. Major - Injury or illness resulting in permanent impairment. 5. Fatal - Fatality.		5	5Y	10R	15	20	25
Reviewed by:				4	4	8	12	16	20
Review date :				3	3	6G	9	12	15
Reviewed by:				2	2	4	6Y	8	10Y
Review date :				1	1	2	3	4	5G
Reviewed by:				0	1	2	3	4	5
Review date :				Severity of Injury					
Reviewed by:					Low Risk		Medium Risk		High Risk