



ST.VINCENT DE PAUL CATHOLIC SCHOOL

MANOR PARK SOUTH, KNUTSFORD, CHESHIRE WA16 8AL

Believe, Trust and Be Ready

“That they may have life, and to the full” John 10:10

Ref No:	Risk Assessment Title	Assessor name	Assessment date	Review date
	Visitors in School Covid – 19 - Risk Assessment – Version 1	Bernadette Groarke & Kate Watson	Autumn 2020	Ongoing
How communicated to staff	Compliance Manager/Emailed/Website		Date communicated	Sept 2020

Ref	Tasks, Issue	People carry out tasks or those at risk	Our Safety Measures
(a)	Awareness of policies and procedures	Staff, visitors, pupils, contractors, parents, governors	<p>Visits to school are carried out in line with all relevant statutory guidance and legislation, including, but not limited to:</p> <ul style="list-style-type: none"> - DfE (2020) ‘Keeping children safe in education’ - DfE (2020) ‘Coronavirus (COVID-19): implementing protective measures in education and childcare settings’ - DfE (2020) ‘Guidance for full opening: schools’ <p>All visitors act in accordance with the following school policies and documents:</p> <ul style="list-style-type: none"> - Visitor Policy - Child Protection and Safeguarding Policy - Risk Assessment for Full Opening in September <p>Visits to school take place when scheduled and as directed, with approval from the Headteacher or Business Manager, where required.</p>

			<p>All visitors are made aware of the school's fire management plan, evacuation procedures, and any actions required upon entry to the school premises, e.g. wearing identification badges and signing in.</p> <p>The Business Manager/ Office staff ensures all visitors are aware of the school's infection control and social distancing measures.</p> <p>Visitors are advised to avoid non-essential visits to allow the school to minimise the number of visitors. Meeting to take place virtually where possible.</p> <p>All visitors adhere to the school's Visitor Policy as well as any policies enforced by their employer, where applicable.</p> <p>Returning visitors are informed of any changes to the relevant policies and procedures.</p> <p>The school actively engages with the NHS Test and Trace process.</p> <p>Large group visits are not undertaken at this time, e.g. small group – after school for new intake</p>
(b)	Infection Control/Poor hygiene practice	Staff, visitors, pupils, contractors, parents, governors	<p>Visitors must wash their hands with soap or alcohol-based sanitiser (that contains no less than 60 percent alcohol) and follow infection control procedures in accordance with the DfE and PHE's Guidance at regular intervals, including when they enter and exit the building. Further guidance on hand washing can be found at https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Posters are displayed around the school to remind visitors to practice good hand and respiratory hygiene.</p> <p>The number of contacts a visitor encounters while on the school premises is minimised.</p>

<p>Visitors do not enter the site if they are displaying symptoms of coronavirus.</p> <p>All areas designated for visitors' use have adequate amounts of soap, alcohol-based, cleaning materials and hand sanitiser.</p> <p>Having multiple parties of visitors on site at the same time is avoided where possible. Where there are multiple parties of visitors on site, the Business Manager ensure that all parties can adhere to infection control measures and that adequate infection control provision is in place.</p> <p>SLT reserve the right to ask visitors to leave the premises if they are not practising infection control measures adequately.</p> <p>The school keeps a record of all visitors for the purpose of using the NHS Test and Trace process where required.</p> <p>Visitors who become unwell with coronavirus symptoms while on-site are asked to go home immediately.</p> <p>Where visitors who are displaying symptoms cannot go home immediately, they are asked to self-isolate in entrance foyer as soon as possible.</p> <p>Areas that have been occupied by symptomatic visitors are cleaned and disinfected as soon as possible.</p> <p>Staff and pupils who have come into contact with a symptomatic visitor are encouraged to wash their hands immediately and report if they become unwell with symptoms.</p>

			<p>The school contacts the local health protection team (HPT) and uses the NHS Test and Trace process in the event that a visitor becomes unwell with coronavirus symptoms while on site.</p> <p>Visitors who become unwell with coronavirus symptoms while on the school premises are encouraged to get tested – the visitor must inform the school of the result as soon as possible.</p> <p>Where a visitor’s result is positive for coronavirus, the school follows national guidance and the advice provided by the local HPT.</p>
(c)	Social Distancing	Staff, visitors, pupils, contractors, parents, governors	<p>Visitors adhere to the school’s Social Distancing Statement at all times.</p> <p>The Business Manager ensures stringent social distancing measures are in place to protect visitors who:</p> <ul style="list-style-type: none"> - Were identified as clinically vulnerable and clinically extremely vulnerable during the period of lockdown. - Are from groups considered at high risk of complications as a result of coronavirus infection, e.g. visitors from black, Asian and minority ethnic (BAME) backgrounds. - Are pregnant. <p>Visits to school happen outside of school hours, where possible.</p> <p>Visitors arrive at the school outside of pupils’ arrival and departure times to mitigate the risk of mixing with pupils and parents.</p> <p>Arrangements to minimise mixing are put in place for visitors who are scheduled to deliver educational material, e.g. staggering session times and assigning them a cohort of pupils.</p> <p>Where visitors must be in groups during the visit, group size is limited to minimise the risk of spreading potential infection, where it is safe to do so.</p>

(d)	Confirmed Case of Staff Member, Pupil, Visitor	Staff, visitors, pupils, contractors, parents, governors	As soon as school becomes aware of a confirmed case of Covid-19 we will contact the local health protection team.
(e)	Shared spaces	Staff, visitors, pupils, contractors, parents, governors	Cleaning kits to be available in all areas, out of reach of children for regular cleaning of touch points, equipment etc Children, staff and visitors to wash their hands/sanitise their hands on entry and exit to shared areas. Visitors to wash their hands/sanitise their hands before and after working with an individual child or member of staff.
(f)	PPE	Staff, visitors, pupils, contractors, parents, governors	Guidance states that staff in education, childcare and children's social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. Visitors are able to wear PPE when working with children if it has been identified in their own Risk Assessments. PPE should be disposed of in yellow bags and taken to the hygiene bin in the bin store.
(g)	Refreshments	Staff, visitors, pupils, contractors, parents, governors	Staff will not be offered a drink on arrival or for the duration of their visit. Visitors to ensure they bring drinks/snack/lunch with them when visiting school.
(i)	Safeguarding	Staff, visitors, pupils, contractors, parents, governors	Visits to school are undertaken in accordance with the Safeguarding Policy. The Office Staff confirms all visitors' identities prior to the visit, where required.

			<p>The Business Manager details of visitors' most recent DBS check where one is required for the purpose of the visit.</p> <p>Visitors and pupils are kept apart to minimise the risk of harm.</p>
(j)	Health and Safety	Staff, visitors, pupils, contractors, parents, governors	<p>The school's Health and Safety Policy is adhered to at all times.</p> <p>Where necessary, additional risk assessments are carried out relating to specific activities that pose an increased risk.</p> <p>The school reserves the right to terminate or delay visits to school if visitors' activity poses a risk to staff or pupils' health and safety, or their own health and safety, e.g. unsafe lone working.</p> <p>Visitors wear suitable clothing to carry out the purpose of the visit, including PPE if required, e.g. work helmets and disposable gloves.</p>

Additional actions taken to manage this risk

No.	Action required	Action target date	Person responsible	Notes Comments	Date completed
1.					

Notes of ongoing issues or concerns relating to this assessment.

Government advice is changing daily. While this risk assessment is relevant today, tomorrow it may need updating. Therefore, this document will be updated in the light of any guidance changes and re-circulated to staff.