

The Orchards Primary Academy
Visitor Risk Assessment – March 2021

Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Returning to work in current climate – COVID 19	Visitors SALT PE coach	Risk of infection	<ul style="list-style-type: none"> All visitors to complete a questionnaire regarding covid symptoms, before they are able to enter the school building. These will be kept on file Visitors to school to ensure they follow all current advice from the Government and medical professionals. Visitors to leave their contact details in the school office for track and trace purposes 	MED		✓
Use of supply staff / visitors / external agencies	Visitors SALT PE coach		<ul style="list-style-type: none"> Inform supply staff and visitors of the arrangements in place across the school – risk assessment to be shared with all visitors, signed and kept on file Consider using longer assignments for supply teachers and/or other staff Where possible minimise their movement around school and keep them in the same bubbles Speech and Language therapy will continue with an allocated room being used for each class bubble. This room will not change and not be used by children from other bubbles One PE session to take place per day with one bubble Equipment to be cleaned after PE session has taken place 	MED		✓

			<ul style="list-style-type: none"> • As much as possible, PE to take place outside • Social distancing to be maintained with limited sharing of equipment and contact sports 			
Working with small groups	Visitors SALT PE coach	Risk of Infection	<ul style="list-style-type: none"> • Where possible, any adults working with children inside of the classroom will be sat near open windows for clear ventilation • 2m distance to be maintained where possible, where it is not possible, within 1 metre • Where SALT therapy is taking place, children will work in an allocated room for their bubble. No mixing of bubbles will occur • Each class bubble will have their own SALT space; Pre-Academy, Reception and Nursery will be within their classroom space, year 1 pupils requiring SALT intervention will happen in the SALT room and will only be used for this bubble of children • Regular cleaning to take place of the SALT room • Stationary used by the pupils will be regularly cleaned and used by them as individuals where appropriate • All visitors to school will have the same access to hand sanitiser, tissues and cleaning materials • When addressing children try not to face them directly • Open windows and doors to allow for ventilation • If persons are displaying any symptoms of COVID 19 they must be removed immediately and placed in isolation until Parents can collect child. Inform the Head teacher immediately who can then inform other agencies as and when required. 	MED		✓

			<ul style="list-style-type: none"> • No intimate care or first aid duties to be undertaken by visitors • No face to face meetings permitted with Parents 			
Entering Offices Using Telephone	Visitors SALT PE coach	Risk of infection	<ul style="list-style-type: none"> • If visitors have to enter a school office or any other rooms, where possible ensure social distancing measures are in place. • On a rare occasion that visitors may require to use the telephone (speaking with a parent) wipes or spray bottles of disinfectant and disposable cloths will be made available for cleaning of handset before/after use. • These will be disposed of in a lidded bin 	MED		✓
Breaks	Visitors SALT PE coach	Risk of Infection	<ul style="list-style-type: none"> • Use of the staff room to be kept to a minimum • Visitors to eat outside where possible • Bring in own drinks and any utensils to use. • Visitors should not do a breaktime playground duty. • Sports coach will carry out a lunchtime duty and will be allocated to the same bubble every day 	MED		✓
Welfare Facilities	Visitors SALT PE coach	Risk of Infection	<ul style="list-style-type: none"> • Hand washing must be adhered to before starting work and after visiting the toilets and prior to eating and drinking. • Hands to be washed for at least 20 seconds in hot soapy water. • Hand Sanitiser is available and should be used as and when required. • Avoid touching face as much as possible. • Cleaning is on-going throughout the school day • All staff, visitors, contractors to wear face coverings in communal areas where a 2m distance is not possible 	MED		✓

I agree with the control measures implemented in this risk assessment and the risks have been reduced “so far as is reasonably practicable.

Signed

Name.....