

Risk assessment template

Company name: CSAT

Assessment carried out by: R Evans A Jones

Date of next review: 31/10/2020

Date assessment was carried out: 11/9/2020

Note: This risk assessment gives the information relating to visitors attending the school to comply with the current COVID-19 requirements. In all possible circumstances face to face meetings with visitors will be avoided however where this is not an option the following guidance applies.

This is not the full site risk assessment as it covers visitors to site, the full risk assessment can be provided on request. All COVID RA will be reviewed as risk levels change and or in light of new guidance, below are additional links on are provided for general safety:-

PHE - Handwashing poster - https://www.gloucestershire.gov.uk/media/2098128/best_practice_hand_wash.pdf

NHR - Respiratory hygiene poster - <https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf>

PHE Putting on and removing PPE-

https://www.gloucestershire.gov.uk/media/2098125/quick_guide_to_donning_doffing_standard_ppe_health_and_social_care_poster_.pdf

GOV.UK Corina virus guidance for educational settings- <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19>

DFE Opening schools issued on 2nd July 2020 for opening in September, Updated 28th August 2020 -

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Risk of not maintaining high levels of hygiene	Staff, pupils, visitors.	Hand sanitiser provided at all entrance points. Sanitising or hand washing stations are available in all classrooms and meeting rooms		Cleaners	1/9/2020	Complete
	Contracting virus	Washroom facilities install with paper towels and closed bins. Hand dryers have been switched off. Cleaning staff are running a new programme for cleaning. Hygiene posters are in place to remind about – catch it, bin it, kill it.		Cleaners		Ongoing
Contamination from surfaces and airborne virus particles	Staff, pupils, visitors. Contracting virus	Cleaning regime has been implemented to ensure all rooms used are fully sanitised. SLT to inform about use on meeting rooms. Cleaning throughout the day and particularly when groups of users change.		Cleaning		Ongoing

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>Meet outside if possible</p> <p>Where possible windows are opened, ventilation systems running correctly and areas of poor ventilation are not used. Increased use of outside spaces.</p> <p>Visitors to use own Laptop / notes pad to avoid cross contamination.</p> <p>Visitor badges to be wiped down after use and not reissued for 72hrs</p>	<p>If weather permitting meeting can take place outside.</p> <p>System to store used badges</p>	<p>Visitor / staff</p> <p>Reception</p>	<p>1/9/20</p>	<p>Done</p>
<p>Transfer of virus by mixing with different people (External visitors) More specifically visitors who work closely with children</p>	<p>Staff, pupils, visitors. Contracting virus</p>	<p>All the normal site arrangements apply about using hand sanitiser and social distancing.</p> <p>4 scenarios exist:- 1 A visitor in a room with one person /child. Allocated room must be of suitable size where distancing can be maintained.</p>	<p>Where possible windows and doors will be open to allow ventilation.</p> <p>Cleaning team informed of use of room and area cleaned after use.</p>	<p>Cleaners</p> <p>Site to provide</p>	<p>Ongoing</p> <p>Ongoing</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		2 Multiple people in a room – only where the room is large enough. 3 Visitors having multiple appointments with different people / children. 4 Visitors going into different rooms within the building.	Gloves and wipes will be provided. Visitor to use gloves to surface wipe table and chairs in between appointments. Sanitiser or hand washing before entry to room, Facemask to be worn. Chair / table to be wiped after use.			

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/