

The Baird Visitor Risk Assessment

Under the Management of Health and Safety at Work (MHSW) Regulations employees are required to assess the risks to themselves and others from their activities. This includes assessing activities such as Home Visits and Lone Working, Practical lessons in DT or manual handling, responsibility is generally designated to the Line Manager or the person who allocates their work.

Name of Risk Assessment: Visitors on Site		Ref: RA0084a DSE05/20
Academy Name: The Baird Primary Academy	Academy Assessment by: Carly Welch (Principal)	Date: 26.02.2021
Review Date: 03.03.21 (following consultation with staff)	Approved by:	Date:

Hazard/Risk	Who is at Risk?	Impact	Likelihood score	Risk Score = Impact x Likelihood	Normal Control Measures (Brief description and/or reference to source of information)	Are Control Measures		Additional Control Measures (To take account of local/individual circumstances)	Impact	Likelihood score	Risk Score = Impact x Likelihood
						Y/N/NA					
						In Place	Adequate				
National guidelines are updated daily and academy lapses in following advice	Pupils, Staff, Visitor	2	2	4	Principal has most up-to-date information from the DfE – policies and risk assessments are updated to reflect this as guidance changes.	Y	Y	UoBAT cascade out any relevant information to Principals. In the event of Principal absence, this would be delegated by the Trust to the Assistant Principals. UoBAT checks that academy is following government guidelines.	2	1	2
Visitors to the academy increase the transmission of the virus for pupils and staff.	Pupils, Staff, Visitor	2	3	6	Visitors on site are only to be: <ul style="list-style-type: none"> Essential visits only – non-essential meetings or work should take place online Pre-arranged and scheduled into the calendar 	Y	Y	Only external professionals, working directly with children, where provision cannot be made offsite, should come into the academy. All visits should be pre-agreed by the Principal.	2	1	3

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						Y/N/NA	In Place				
					<ul style="list-style-type: none"> Clear room booking in the calendar DBS checked and provided <p>Visitors will be provided with a Visitor Protocol which they must follow when on site.</p> <p>Masks to be worn by visitors at all times (provided by them) throughout the academy. Additional PPE to be worn if the adult will be working closely with the child e.g. physio etc.</p> <p>Social distancing to be observed at all times by visitors, whether working in class or with groups of pupils.</p> <p>Visitors to use hand sanitizer on arrival to the academy.</p> <p>Additional hand sanitizer stations located around the academy to ensure that visitors sanitize their hands.</p> <p>Posters (in CiP) throughout the academy detail various procedures:</p> <ul style="list-style-type: none"> Catch it, bin it, kill it procedure Hand washing procedures Covering mouth when sneezing, coughing etc with a tissue Throwing tissue in lidded bin Washing hands Avoiding touching eyes, mouth etc with unwashed hands 			<p>A designated member of staff will be allocated to the visitor and will be responsible for meeting and greeting the visitor, taking contact details (if required) and ensuring areas are cleaned after use.</p> <p>Visitors will be allocated to the Cabin to work (unless observing a child in class). They will access this room via the outside route. These meetings will be scheduled into the calendar and a maximum of one visitor per day should be scheduled</p> <p>Visitors will not access any other areas of the site other than designated, including the toilet facilities</p> <p>Visitors will be provided with a copy of the risk assessment to read, prior to arrival. Visitors should also provide a copy of their organisation's risk assessment to the academy prior to arrival</p> <p>Cleaning of cabin to take place after each visitor has used the area – as only one visitor per day, there should not be used by anyone else prior to cleaning.</p> <p>If visitors are seeing children from cross bubbles on one day, they must clean, following the protocol, in between children.</p> <p>Cleaning kits will be left in the cabin for this purpose.</p>			

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						Y/N/NA					
					Pupils to wash hands before and after meeting with the visitor.			Hands to be washed in Cabin adult toilet only – toilet to only be used in event of emergency.			
Transmission of virus by symptomatic visitor	Staff, Pupils	3	2	6	<p>National guidelines – people who feel unwell should stay at home and should not attend work or any educational or childcare setting. Visitors to seek advice from 111 immediately if they experience symptoms.</p> <p>Contact details for the visitor will be stored if required (not a regular visitor) under GDPR conditions.</p> <p>Inventry will store visitor dates and times, as will office calendar. Details should be placed in the office calendar of the pupils that the visitor has contact with.</p> <p>Visitor protocol to reinforce the fact that visits should not take place if that individual is feeling unwell.</p> <p>Only one visitor to be booked in per day so that room can be thoroughly cleaned and to reduce potential transmission. Tracking in place as to what children the visitor works with.</p> <p>Masks to be worn by visitors at all times throughout the academy. Social distancing to be observed at all times by visitors, whether working in class or with groups of pupils.</p>	Y	Y	<p>Cleaning hours increased throughout the academy day and to incorporate deep cleans.</p> <p>Increased hand washing stations for each bubble and hand sanitizer throughout the academy.</p> <p>Each bubble is to have cleaning materials available throughout the day. These are to be kept securely in the cupboards under the sinks. Cleaning schedule in place.</p> <p>Cleaning kit to be provided in visitor rooms and allocated member of staff to be responsible for cleaning after visitors.</p> <p>Equipment used is to be sterilised at the end of the academy day if required by visitors.</p> <p>Wherever possible, visitors will not enter the main building and will be based in the cabin. This will prevent contamination into the main academy.</p> <p>Visitor to ensure they have academy contact details and contact tracing would be completed by the academy.</p>	2	1	2

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						Y/N/NA					
						In Place	Adequate				
					<p>Visitors to use hand sanitizer on arrival to the academy and throughout visit – this will be enforced by the member of staff allocated to the visitor.</p> <p>Posters (in CiP) throughout the academy detail various procedures:</p> <ul style="list-style-type: none"> • Catch it, bin it, kill it procedure • Hand washing procedures • Covering mouth when sneezing, coughing etc with a tissue • Throwing tissue in lidded bin • Washing hands <p>Cleaning guidance followed throughout the academy.</p>						
Visitors do not report travel arrangements and do not adhere to quarantine measures	Staff, Pupils	3	2	6	<p>Travel at the current time is not allowed, both nationally and internationally.</p> <p>Visitor protocol will detail the expectation with regards to quarantine and disclosing travel.</p>	Y	Y	<p>List of travel corridors reviewed regularly by Principal</p> <p>Visitors provided with a protocol prior to arrival which asks them to disclose any travel – this will be checked by reception on arrival.</p> <p>Visitor protocol in place which details requirements of visitors coming into site.</p> <p>All non-essential visitors will be banned from site.</p>	2	1	2
Evacuation of site causes precautionary measures not to be followed	Pupils, Staff, Visitors	3	3	9	<p>Visitor protocol details the expectation of visitors in the event of evacuation. This details both the fire evacuation process, as well as the Covid-19 expectations.</p>	Y	Y	<p>Children to stand on their dots on the playground to ensure social distancing. Staff to ensure designated routes are followed to avoid bubbles crossing over.</p>	3	1	3

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					<p>Masks to be worn by visitors at all times.</p> <p>Visitors must ensure social distancing at all times. If they walk a child out of the academy, they should ensure that the child walks at a 1m+ distance and that this distance is maintained from other staff.</p> <p>Fire registers to be completed by office staff on arrival at designated fire evacuation point.</p> <p>Premises Manager to conduct statutory checks on fire alarm system.</p> <p>Fire exits are to be clear and accessible for all children.</p>			<p>Visitors to stand in a designated area on the playground and to be checked off by the office staff.</p> <p>Social distancing to be maintained at all times.</p>			
Initial Risk Score			31					Residual Risk Score		12	

Scoring Matrix – Assess the Impact and Likelihood of Occurrence using the scoring Matrix

↑ L I K E L I H O O D ↓	← IMPACT →				
	Very High (4)	4	8	12	16
	High (3)	3	6	9	12
	Medium (2)	2	4	6	8
	Low (1)	1	2	3	4
	Low (1)	Medium (2)	High (3)	Very High (4)	

Risk Score	Rating
0 – 3	Low
4 – 6	Medium
6 – 9	High
10 – 16	Very High

Risk Rating	Action Required
4 - VERY HIGH (VH) Strong likelihood and or fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
3 - HIGH (H) Possibility and or fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
2 - MEDIUM (M) Possibility and or significant injury or over 3 days absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
1 - LOW (L) Possibility and or minor injury only	No further action required.

Reviews:		
Date of Review:	Reviewed by:	Comments
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