Cradley Primary School

Assessment conducted by: Vicky Guy	Job title: Deputy Headteacher	Covered by this assessment: **Visitors in School**
Date of assessment: 14.9.20	Date of next review: ongoing	

Key:	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken
Risk Description:	Outlines the area of concern. This list is not exhaustive and schools should add/amend/delete where appropriate e.g. risks for pupils with complex needs.
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context. Add <additional information>
Impact:	Could be L/M/H or numeric, depending on what is used in the school setting.
Likelihood:	Could be L/M/H or numeric, depending on what is used in the school setting. NB IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOLD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.
Responsible person:	The identified staff member(s) responsible for implementing the risk controls.
Completion Date:	The date by which required plans for controls will be in place. To support planning, identify which controls need to be in place **before pupils return to the setting.** Individual schools can then personalise to their own setting.
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date
The visitor brings coronavirus into the school	Unknown	A sign is displayed asking people not to enter the site if they have CV symptoms. Verbally check with the visitor that they do not have symptom. Take a phone number for track and trace Ask the visitor to touch as little as possible If there is going to be a chat do so outside where possible If they are going to sit down do so outside where possible Where being outside is not possible make sure that the space is well ventilated (windows and doors open)	**Low**	**Low**	**VG**	**End of Autumn Term for review**

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date
		Ask them not to make their own drinks Only enter rooms which need to be in order for the visit to be successful Ask the visitor to wash their hands or put on anti-bac as they enter the school. Stay 2m away as much as possible Wash anything that the visitor needs to touch When signing them in do not give them a pass give them a sticker instead Ask them to stay with the designated person the whole time or in their designated space If the visitor needs to use any school resources supply them with spray and ask them to wipe anything down afterwards If the visitor is coming into do a sports club, ask them to remain outside and wait for the children, do not ask them to support the children changing				
The visitor the school catches coronavirus from the school	Unknown	A sign is displayed asking people not to enter the site if they have CV symptoms. Take a phone number for track and trace Be sure that no one with CV symptoms is on site Ask the visitor to wear a mask if they would like to If it is a show round, ask the visitor if they would like the person showing them round to wear a mask Person greeting the visitor washes hands or sanitises before show round Ask the visitor to touch as little as possible Do not offer a drink If there is going to be a chat do so outside where possible If they are going to sit down do so outside where possible If being outside is not possible make sure that the area is well ventilated If possible wait until that the children have left the premises before inviting the visitor in Only enter rooms which need to be in order for the visit to be successful Stay 2m away as much as possible If it is possible for the visit to take place without the visitor entering the building ask them to stay outside.	**Low**	**Low**	**VG**	**End of Autumn Term**

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date
COVID to be spread through music lessons	Unknown	saxophone end to be covered with cloth covering & secured with elastic band Groups to sit 2m apart where not in the same class Clean area between children/groups Children bring their own instruments If music is shared it should only be touched by the owner Children to wash their hands before and after lessons Children are able to hum tunes but not sing If pupil's instruments need to be tuned and they can't do it themselves wear disposable gloves and remove safely into another bag for me to bin at home, followed by hand sanitiser. Clean piano keys before and after I demonstrate something. Do not lend out spare music. Use email to write down what pupils need to do/parents comments etc . Teach all pupils from one year bubble first, before moving onto another	**Low**	**Low**	**VG**	**End of Autumn Term**
Covid to be spread through sports lessons with a coach	unknown	Coach to use hand sanitiser at regular intervals Coach to sanitise all resources being used before session Coach to not support children changing Children bring their own clothes in from home to change into which can then be worn straight home after the session. Coach to remain outside throughout visit (where possible) Sanitise equipment if any child touches it by accident Sanitise equipment after the club Any bibs that are used will be washed for each session, once a child receives a bib they will not change. Cones will be placed out in a line, 2m apart. During breaks in the session, children will go to a cone to have a drink. Children will be encouraged to not touch equipment with their hands. All equipment to be disinfected before, during (where needed) and after.	**Low**	**Low**	**VG**	**End of Autumn Term**

Useful links:

- Safeguarding: https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers
- Remote learning: https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19
- Attendance: https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings
- Premises: https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak
- Prevention and control- https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19
- Advice: https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance
- Vulnerable: https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people
- Extremely vulnerable: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19
- SEND - https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance
- Home learning support: https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources
- Remote support: https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19
- Accountability measures: https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-and-college-accountability
- Pupils' mental health support/pastoral care at home: https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-children-and-young-people-cope-with-stressParents: https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19
- Parents with pupils with SEND: https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19
- Supporting parents: https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#working-with-parents
- Financial support: https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care
- Exceptional costs: https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020
- Reducing burdens: https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings
- Social distancing: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings
- PPE: https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe

- Public health England https://www.gov.uk/government/organisations/public-health-england
- NHS: https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/
- Government advice: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance
- DfE https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19
- A detailed checklist and key guidance for action for health and safety is available at: www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak
- Information re testing: https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested