

Visitor Risk Assessment Proforma (COVID)

Department: St. Gerard's Catholic Primary & Nursery School Location / Task: School Premises			Assessor: J. Gilbert, K. Landrum Assessment Date: 2 September 2020 Review Date: in accordance with Government guidelines and changes									
Hazard	At Risk	Existing Controls	Risk Evaluation L x S = R			Action Required	Due Date & Person Responsible	Signed Off	Residual Risk Evaluation L x S = R			
			L	S	R				L	S	R	
Contractors (Gardeners, Plumber, Electrician etc) Supply Teachers Specialist Support (Hearing impaired teachers, Educational psychologists, Learning Support teachers, School Nurse)	Staff, pupils, visitors	Office Staff or Headteacher to email a copy of the visitor risk assessment before arrival, where practicable. Signage, hand sanitiser, handwashing facilities, safe signing in system, social distancing, well ventilated rooms, staggered start and end to the days, track & trace form, PPE available if needed, restricted number of people in rooms.	2	1	2	<ul style="list-style-type: none"> All visitors will be required to wear a face mask on arrival and throughout their visit Visitors from supply agencies who are teaching classes or small groups of children will be advised to follow social distancing rules and will also be informed that they may wear a face covering if they feel more comfortable. Visitors/contractors to inform school if they have been to any countries or areas that are currently on lockdown in the past 14 days, if they or a member of their household have symptoms or tested positive via email Wash hand when leaving the building No hand shaking Contractors, visitors to refer to school signage Complete track and trace form Utilise handwashing and hand sanitiser 	ongoing					

Outside providers (P.E. specialist, Science specialist etc.)	Staff, pupils, visitors	We have not booked any outside providers. This will be reviewed on a half termly basis.	0	0	0		ongoing				
Parents/carers	Staff, pupils, visitors	Signage, hand sanitiser, handwashing facilities, safe signing in system, social distancing, well ventilated rooms, staggered start and end to the days, track & trace form, PPE to be worn (masks) available if needed, restricted number of people in rooms.	2	1	2	<ul style="list-style-type: none"> Parents/carers have been advised of school protocols and advised not to enter the school premises unless it is an emergency 	ongoing				

Risk Assessment Key

Likelihood

Probable = 3

Possible = 2

Unlikely = 1

Severity

Fatality 3

Serious Injury/Time lost 2

Minor Injury 1

Likelihood x Severity = Risk Ranking

		Consequence		
		Minor (1)	Serious Injury (2)	Fatality (3)
Likelihood	Unlikely (1)	1	2	3
	Possible (2)	2	4	6
	Probable (3)	3	6	9

	Low
	Medium
	High

Actions Required based on Risk Ranking

Score	Rating	Actions Required
1	Insignificant	No action required and no records needed
2 – 3	Low	No additional controls required. Consideration may be given to a more cost-effective solution of improvement that imposes no additional cost. Monitor to ensure control measures are maintained.
4	Medium	Efforts should be made to reduce the risk with costs taken into consideration. Give a time period and identify a person responsible.
6	Medium	Work should not be started until the risk has been reduced. If the work is in progress, urgent action should be taken.
6 – If Fatality	High	Work should not be started or continued.
9	High	Work should not be started or continued.