



Wroxton CE Primary School – Plan and risk assessment for visitors and other adults during the COVID pandemic.



KEY AREA / RISK	WHO MAY BE HARMED?	RISK RATING BEFORE CONTR OLS	CONTROL MEASURES	CONTROL MEASURES USED BY	RISK RATING AFTER CONTR OLS.
<p><u>Headteacher moving around the school and dealing with management issues.</u></p> <p>Risk of spreading infection and / or coming into contact with the infection.</p>	<p>Pupils</p> <p>Parents</p> <p>Staff</p>	<p>Medium</p>	<ul style="list-style-type: none"> Instances where Headteacher is in any room / bubble area are minimised as much as possible. Supervision at breaks, cover due to staff sickness and / or management issues or informal monitoring and support. Headteacher washes hands regularly. Headteacher sanitises hands at the start, during and at the end of entering a different area. Headteacher maintain 2m social distancing as much as is possible. Regular TA in the class maintains social distancing from the Headteacher. Regular class Teacher and / or TA deals with any issues or situations requiring closer contact. All staff fully aware of the appropriate guidance. Surfaces touched cleaned by the Headteacher cleaned before leaving. PPE equipment available and used according to government guidance. 	<p>Headteacher, Office Manager and cleaning staff.</p>	<p>Low</p>
<p><u>School based teaching staff moving between bubbles.</u></p> <p>Risk of spreading infection and / or coming into contact with the infection.</p>	<p>Pupils</p> <p>Parents</p> <p>Staff</p>	<p>Medium</p>	<ul style="list-style-type: none"> Instances where anyone other than the normal class teacher is in the room are minimised as much as possible. PPA / supporting broad and balanced curriculum or cover due to staff sickness. Staff to wear face coverings. Any child or adult reporting or showing symptoms will be quickly isolated and will go home. Everyone in school washes hands regularly. Teacher sanitises hands at the start, during and at the end of the lesson. Member of staff maintain 2m social distancing as much as is possible. Regular TA in the class maintains social distancing from the different / visiting teacher. Regular class TA deals with any issues or situations requiring closer contact. All staff fully aware of the appropriate guidance. Surfaces touched cleaned by the visiting teacher cleaned at the end of the lesson. PPE equipment available and used according to government guidance. 	<p>Staff and pupils</p>	<p>Low</p>
<p><u>Visiting teaching staff / supply teachers moving between different schools and bubbles.</u></p> <p>Risk of spreading infection and / or coming into contact with the infection.</p>	<p>Pupils</p> <p>Parents</p> <p>Staff</p> <p>Visiting staff</p>	<p>High</p>	<ul style="list-style-type: none"> Instances where anyone other than the normal class teacher is in the room are minimised as much as possible. Only essential visitor will be allowed. PPA or cover due to staff sickness. Visiting teacher is aware of school expectations and risk assessment. They will have a specified allocated space and will ensure they clean all surfaces touched. All visitors required to lateral flow test before attending setting <p style="text-align: center;"><u>In all schools where the adult works.</u></p> <ul style="list-style-type: none"> Any child or adult reporting or showing symptoms will be quickly isolated and will go home. Everyone in school washes hands regularly. Visiting teacher sanitises hands at the start, during and at the end of the lesson. Member of staff maintain 2m social distancing as much as is possible. Regular TA in the class maintains social distancing from the different / visiting teacher. Regular class TA deals with any issues or situations requiring closer contact. All staff fully aware of the appropriate guidance. Surfaces touched cleaned by the visiting teacher cleaned at the end of the lesson. PPE equipment available and used according to government guidance. 	<p>Staff and pupils</p>	<p>Medium</p>



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<p><u>Visiting Governors undertaking monitoring and information gathering visits.</u></p> <p>Risk of spreading infection and / or coming into contact with the infection.</p>	<p>Pupils</p> <p>Governor</p> <p>Staff</p>	High	<ul style="list-style-type: none"> Meetings with Governors will be held online to minimise the number of different adults entering the school premises. Visiting Governor is aware of school expectations and risk assessment. Visiting governors to lateral flow twice weekly in line with school guidelines for testing Any child or adult reporting or showing symptoms will be quickly isolated and will go home. Everyone in school washes hands regularly. Visiting Governor sanitises hands at the start, during and at the end of the session. Visiting Governor maintains 2m social distancing as much as is possible. Regular TA in the class maintains social distancing from the Governor. Regular class TA deals with any issues or situations requiring closer contact. All staff and Governors fully aware of the appropriate guidance. Surfaces touched cleaned by the visiting Governor cleaned at the end of the lesson. PPE equipment available and used according to government guidance. 	<p>Governors</p> <p>Staff</p>	Low
<p><u>Visiting professionals supporting the welfare and development of children and families.</u></p> <p>Risk of spreading infection and / or coming into contact with the infection.</p>	<p>Pupils</p> <p>Staff</p> <p>Visiting professionals</p>	High	<ul style="list-style-type: none"> As much as possible, support meetings will be held online to minimise the number of different adults entering the school premises. Visiting professional is aware of school expectations and risk assessment. Visitors will be limited to essential visitors only Visitors to lateral flow test before attending. <p style="text-align: center;"><u>In all schools where the professional works.</u></p> <ul style="list-style-type: none"> Any child or adult reporting or showing symptoms will be quickly isolated and will go home. Everyone in school washes hands regularly. Visiting professional sanitises hands at the start, during and at the end of the lesson. Visiting professional maintains 2m social distancing as much as is possible. Regular TA in the class maintains social distancing from the different / visiting teacher. Regular class TA deals with any issues or situations requiring closer contact. All staff fully aware of the appropriate guidance. Surfaces touched cleaned by the visiting professional cleaned at the end of the lesson. PPE equipment available and used according to government guidance. 	<p>Headteacher</p> <p>Office Manager</p>	Low
<p><u>Meetings between school staff and parents / family members regarding concerns or general academic progress and support.</u></p> <p>Risk of spreading infection and / or coming into contact with the infection.</p>	<p>Pupils</p> <p>Staff</p> <p>Parents</p>	High	<ul style="list-style-type: none"> As much as possible, meetings will be held online to minimise the number of different adults entering the school premises. Visiting parents are aware of school expectations and risk assessment. If there is a need for an internal visit , then facial coverings to be worn by all parties and strict 2m distance adhered to. Parents asked to lateral flow before attending Any child or adult reporting or showing symptoms will be quickly isolated and will go home. Everyone in school washes hands regularly. Visiting parent sanitises hands at the start, during and at the end of the lesson. All staff and visiting parents fully aware of the appropriate guidance. Surfaces touched cleaned by the visiting parent cleaned at the end of the lesson. PPE equipment available and used according to government guidance. 	<p>Staff</p> <p>Parents</p> <p>Office Manager</p>	Low