

St Alban's C of E Academy



Covid -19 Risk Assessment for In School Visitors

Significant Hazards	Persons Affected	Controls	Risk Rating	Action Required	Action By & Date
Face Masks to be worn on entry to St Alban's	St Alban's Visitors and Staff	<ul style="list-style-type: none"> • All visitors to St Alban's will be by invitation only. • On entrance to St Alban's, all visitors will receive a copy of this Covid 19 Visitor Risk Assessment. • Visitors will confirm receipt and adherence by signing. • Entrance and exit point will be the main entrance only. • Visitors must wear a mask or face covering on entrance and wear it as required and directed to by the St Alban's staff. • Disposable face masks will be available on entry for all visitors. Any disposing of disposable masks must in an allocated closed bin, near the St Alban's room. • On entering the St Alban's building, visitors must sanitise their hands. Wall mounted hand sanitisers (that contain no less than 60% alcohol) will available for use in line with government guidelines. • Once inside the St Alban's building, all visitors will sign in on arrival using the QR Code scanning of Track and Trace App. (All Visitors to ensure that the NHS Track and Trace App has been downloaded) • All visitor personal contact details and school details will also be logged using the logging in system to enable track and trace in line with government guidance. 	Low	No	

<p>COVID 19 Safe hygiene practice</p> <p>Signage and Posters in line with Public Health and Government Guidelines.</p>	<p>St Alban's Visitors and Staff</p>	<ul style="list-style-type: none"> • NHS Track and Trace QR code displayed in entrance • COVID 19 leaflets displayed in main entrance • Signs or posters (Public Health England/ DFE) displayed in the St Alban's entrance, corridors and rest rooms to remind all visitors of key messages about Covid safety and hygiene practices. • All St Alban's rest rooms contain soap and alcohol- based sanitiser (that contains no less than 60% alcohol) which follow infection control procedure in accordance with the DFE and PHE's guidance. • Key guidance to be shared with visitors through risk assessment before entrance. 	<p>Low</p>	<p>No</p>	
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St Alban's Community Room/Library Room	St Alban's Visitors and Staff	<ul style="list-style-type: none"> ● Wherever possible, the room will be set up with side to side seating. ● Seating around tables within the room will be 2 metres apart to adhere to current social distancing guidance. ● There will be a wall mounted hand sanitiser near the entrance. ● Tissues and anti-bacterial wipes will be available for use. All used tissues to go into a bin after one use, following the infection control procedure in accordance with the DFE and PHE's guidance. ● St Alban's staff and visitors should avoid close face to face contact and minimise time spent within 1 metre with all visitors. ● In line with guidance to promote Covid safety, windows will remain open (where possible) to allow the St Alban's room to be well ventilated. ● Door handles and surface areas in St Alban's will be cleaned down throughout the day, with a disinfectant or disinfectant spray by our support staff and cleaners ● All hard surfaces will be cleaned on a regular basis by our cleaner: this will include all tables and chairs used by visitors and rest room facilities. 	Low	No	
St Alban's refreshments and lunch	St Alban's Visitors and Staff	<ul style="list-style-type: none"> ● During designated breaks, visitors will again be asked to wash and sanitise their hands where possible. 	Low	No	

		<ul style="list-style-type: none"> • Hot drinks will be available • All cutlery and cups are thoroughly cleaned before and after use. • All St Alban's visitors must make their own hot drinks and place used cups on the designated area within the room. • School Cleaners to carry out daily, comprehensive cleaning of the St Alban's kitchen area and facilities that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. 			
Visitor Awareness of policies / procedures / Guidance	St Alban's Visitors and Staff	<ul style="list-style-type: none"> • All St Alban's visitors must ensure they are aware of the current guidelines in regard to safe social distancing and washing hands on a regular basis. HANDS, FACE, SPACE! • All St Alban's visitors are able to access the following information on-line for up to date information on COVID-19 <ul style="list-style-type: none"> ○ Public Health England ○ Gov.co.uk ○ NHS ○ DfE ○ Department for Health and Social Care • All St Alban's visitors are made aware of the 	Low	No	

		<p>school's infection control procedures in relation to coronavirus via the risk assessment, in school signage and posters and on the School St Alban's website.</p> <ul style="list-style-type: none"> • Visitors are informed that they must contact the school as soon as possible if you have been in close contact with someone with a positive test or if you exhibit any symptoms of COVID-19. 			
Visitor Track and Trace	St Alban's Visitors and Staff	<ul style="list-style-type: none"> • If a St Alban's visitor shows COVID 19 related symptoms whilst onsite at St Alban's (developing a fever - above 37.8C or a new, continuous cough) they must go home immediately to self-isolate and they must inform their school. • In the case of a positive test, all visitors to St Alban's will be immediately informed through track and trace. • Schools will take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). School will contact the local health protection team. • St Alban's staff will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. 	Low	No	

		<ul style="list-style-type: none">• The PHE protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.• Direct close contacts include - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)• proximity contacts include - extended close contact (within up to 2 metres for more than 15 minutes) with an infected individual• The health protection team will provide definitive advice and present key actions.			
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