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COVID 19 Procedure and Risk Assessment for Visitor's to Roman Road Primary

This Risk Assessment is for visitors to Roman Road and outlines measures in place to mitigate risk of catching Coronavirus and cross contamination. It is the schools intention in this time to limit where possible visitation to essential or key requirements only. This for example may include social workers, supply teachers, key maintenance, and health visitors, important training. Appropriate visitation will be reviewed ongoing.

Our safety measures in place for visitors are as follows:

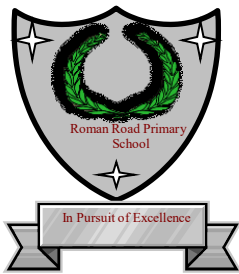
Risk Area	To mitigate risk
To apply social distancing	<ul style="list-style-type: none"> Reminder given to maintain social distance (1m apart)
To apply track and trace measures	<ul style="list-style-type: none"> Visitors contact details supplied (and stored) for purposes of track and trace
To assure compliance	<ul style="list-style-type: none"> visitors to read and sign declaration of understanding and adherence to school procedures on arrival
To maintain good hygiene and the use of PPE	<ul style="list-style-type: none"> Use of sanitizer gel on arrival and exit Information that sufficient amounts of sanitizer, soap, clean water and paper towels are supplied in all toilets, in communal areas and in the meeting rooms Visitors to bring their own PPE equipment All visitors to take temperature on arrival Visitors to use PPE in their interactions with all pupil's ie social workers, health visitors, representatives from agencies.
To maintain good ventilation	<ul style="list-style-type: none"> Meetings and training to take place in ventilated spaces only

Procedures for visitors providing larger scale staff training

The above measures apply. In addition, visitors providing larger scale training will use the school hall, which has appropriate social distancing markings on the hall floor. This represents sufficient safe spacing to incorporate all school staff. The trainer or facilitator will be able to present from the front at a distance



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beyond 2 m of any participant. Training at this point cannot include interactions between participants, other than discussions. All presentations to be emailed to school to contact person to avoid unnecessary paperwork coming into school.

Visitors to be emailed this procedure in advance of visit. This risk assessment is also available in hard copy from the school office on arrival and is on the school website. The visitor sign in register also confirms agreement to school procedures.

Procedures devised by John Gordon DHT 4th September 2020

Review: Weekly and in accordance with Government / LA updates

This procedure cross-references with the schools COVID 19 risk assessment and with the Health and Safety Policy

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