



### **Risk Assessment for visitors to UAH during the COVID-19 pandemic**

This risk assessment is written in addition to the LET Covid 19 Risk Register and should be considered in conjunction with this document.

This risk assessment should also be considered in conjunction with the Academy Visitors Policy and Parent Code of Conduct.

Visitors to Academy premises following full reopening in September 2020 should be kept to a minimum.

Visitors should only be allowed on site when arranged in advance and in situations where visitor and Academy business cannot be completed remotely.

| Severity                       | Likelihood   | Risk Rating S x L |
|--------------------------------|--------------|-------------------|
| 1 - Little or no harm          | 1 - unlikely | 1-5 Low           |
| 2 – Minor / first aid          | 2 - possible | 6-10 Medium       |
| 3 – medical attention          | 3 – probable | 10 + High         |
| 4 – hospitalisation            | 4 – likely   |                   |
| 5 – death / irreparable injury | 5 - certain  |                   |

| Activity / Item being assessed   | Hazard  | Those at risk  | Control Measures  | Severity | Likelihood | Risk Rating |
|----------------------------------|---|--|---|----------|------------|-------------|
| Possible infection with COVID-19 | Infection brought into the Academy by a visitor.                    | School community: pupils and accompanying adults, other visitors and visitor-facing staff. | <ul style="list-style-type: none"> <li>Visitors will be asked if they have symptoms of COVID-19 when visit is arranged and on arrival at the Academy.</li> <li>Anyone displaying symptoms will not be allowed entry to the Academy.</li> <li>Visitors will be required to sanitise hands on entry to the school building and on entry to any room within the school building, before eating / drinking and on leaving the building.</li> <li>Pupils and staff are required to sanitise hands on entry to the school building and on entry to any room within the school building, before eating / drinking and on leaving the building.</li> <li>2m social distancing will be enforced between visitors and any members of the school community when possible</li> <li>If 2m social distancing is not possible then visitors and staff will wear PPE including face coverings, face shields and gloves when necessary.</li> <li>Visitors should not share equipment or resources such as pens and paper with pupils or staff</li> <li>Furniture will be arranged to avoid visitors facing staff / pupils during meetings.</li> <li>Visitors will not move around the Academy during lesson change over times, break times and lunchtimes whenever possible.</li> <li>If movement at busy times is unavoidable visitors must wear face coverings.</li> <li>Enhanced cleaning schedule will ensure rooms used by visitors are cleaned before and after use.</li> <li>A strict daily register of visitors and contacts will be kept by the Academy for the purposes of safeguarding and Track and Trace</li> <li>Visitors should complete a log of their visit with who they have been in contact with by date, name and time and this must include pupils and staff. This must be left with either Main Reception of the SEND Team if using the Student Support Centre for a meeting</li> </ul> | 3        | 2          | 6           |
| Possible infection with COVID-19 | Infection passed to the visitor by a member of the school community | School community: pupils and accompanying adults, other visitors and visitor-facing staff. | <ul style="list-style-type: none"> <li>Staff and pupils will not attend the Academy if displaying any symptoms of COVID-19</li> <li>Any staff or pupils developing symptoms whilst at the Academy will be isolated from the school population and visitors.</li> <li>Anyone displaying symptoms will not be allowed entry to the Academy.</li> <li>Pupils and all staff are expected to self-isolate following government guidelines and test and trace advice.</li> <li>Visitors will be required to sanitise hands on entry to the school building and on entry to any room within the school building, before eating / drinking and on leaving the building.</li> <li>Pupils and staff are required to sanitise hands on entry to the school building and on entry to any room within the school building, before eating / drinking and on leaving the building.</li> </ul>  | 3        | 2          | 6           |



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