

St James Infant and Pre-School COVID-19 Risk Assessment for visitors



		Points to consider	Action
1	Timings	<ul style="list-style-type: none"> • When? • How? 	<ul style="list-style-type: none"> • All visitors to have pre-arranged their visit before, either via telephone or email • All visits to be recorded on the school calendar • In the case of open mornings, all appointments will be logged on a separate document
2	Health on entry	<ul style="list-style-type: none"> • Visitor arrival / departures • Equipment 	<ul style="list-style-type: none"> • Visitors to attend school alone, where possible • Hand sanitiser will be available in the reception area. Visitors will be asked to sanitise their hands on both entry and exit • All visitors will have their temperature taken before entry into the school • Any equipment brought into school by visitors, is the responsibility of the visitor. They should ensure that it is cleaned if being used by children from different bubbles across the school
3	Maintaining good health	<ul style="list-style-type: none"> • Anxiety associated with the new arrangements 	<ul style="list-style-type: none"> • Visitors will be asked not to attend if there are any signs of illness from themselves or anyone else in their family • Visitors will have access to a designated toilet and washing area (in the reception area), so that they are able to wash their hands during their visit
4	Contamination and cleaning	<ul style="list-style-type: none"> • Social distancing • Cleaning equipment 	<ul style="list-style-type: none"> • Visitors to try, wherever possible, to maintain a distance of 2 metres from the children / staff • Visitors who are not working with children will view classrooms and teaching spaces from doorways • Visitors who are not working with children will only be allowed on site for specific, pre-booked events; i.e. open mornings • Anti-bacterial spray will be in all rooms that the visitor will be working in • If working with children from different bubbles across the school, then the table and all equipment must be sanitised between use

Response to any infection:

5	Minimising spread of infection	<ul style="list-style-type: none"> • Engage with NHS Test and Trace process 	<ul style="list-style-type: none"> • Visitors will record contact details in the visitor's signing in book
6	Managing confirmed cases of coronavirus amongst the school community	<ul style="list-style-type: none"> • Who to contact? 	<ul style="list-style-type: none"> • Contact the DfE helpline 0800 046 8687, and follow the advice given • Contact NCC HR HRAdvisory@northamptonshire.gov.uk • Contact all visitors who are due to enter the building and cancel visits