



CIPPENHAM NURSERY SCHOOL – VISITOR RISK ASSESSMENT


Activity: Visitors during a pandemic	Date: 11-01-2021	Review Date: Ongoing
Address: St Andrew's Way, Cippenham, Slough, Berkshire, SL1 5NL		

HAZARD Activity/Equipment/Possible Injury	TO WHOM	LIKELIHOOD (L)	SEVERITY (S)	RISK RATING (LxS)	EXISTING CONTROLS	ACTION REQUIRED
Risk of transmitting infection if parents enter the building	Parents Staff Children	2	6	12	Parents do not enter the classroom area and are rarely permitted to enter reception.	Parent Agreement in place – updated and re-signed on 04-01-2021 . Parents to wear masks on school site. Perspex screen in reception. Hand gel on reception desk and child drop off point. Spare masks available.
Risk of transmitting infection if parent consultations held outside	Parents Staff	1	6	6	Meetings with parents take place outside, socially wearing masks . Parents offered alternative meeting provision via online communication platforms and/or telephone communication.	Reception staff to sign visitors in/out. Parent Agreement in place. Spare masks available.
Risk of transmitting infection during meetings with visitors	Parents Staff	2	6	12	Weather permitting, meetings take place outside, socially distanced and if less than 2m, with masks (lower risk) .	Visitor agreement provided to visitor by e-mail, on arrival, or directed to Coronavirus button on website . Spare masks available.



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					Indoor meetings for up to 5 people take place in the staffroom, socially distanced wearing masks. 3 people can meet in HT's office with masks being worn at all times.	
Risk of transmitting infection if visitors use toilet areas	Parents Staff	2	6	12	Visitors limited to use of the toilet in the reception area.	Visitor to clean surfaces touched with a disinfectant wipe. Housekeeper to clean toilet when visitor leaves.

Name of Assessor: Mrs Basia Dowling	Position: Headteacher	Signed: 
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<u>RISK RATING CALCULATION</u>	
Likelihood (The chance of the hazard happening)	1-6 where 1 is low & 6 is high
Severity (How severe the accident or illness could be)	1-6 where 1 is low negligible & 6 is high certain fatality
Risk Rating L x S	1-6 Low Risk Activity to be kept under review 8-12 Effective control measures to be put in place & monitored 15-16 Reconsider activity &/or alternative methods of control