



## CIPPENHAM NURSERY SCHOOL – VISITOR RISK ASSESSMENT

|   |                            |                                |
|---|----------------------------|--------------------------------|
| <b>Activity:</b><br>Visitors during a pandemic                            | <b>Date:</b><br>01-03-2021 | <b>Review Date:</b><br>Ongoing |
| <b>Address:</b><br>St Andrew's Way, Cippenham, Slough, Berkshire, SL1 5NL |                            |                                |

| HAZARD<br>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<br>Staff<br>Children | 2              | 6            | 12                | Parents do not enter the classroom area and are rarely permitted to enter reception.   | Parent Agreement in place – <a href="#">updated and re-signed on 04-01-2021</a> .<br>Parents to wear masks on school site.<br>Perspex screen in reception.<br>Hand gel on reception desk and child drop off point.<br>Spare masks available. |
| Risk of transmitting infection if parent consultations held outside | Parents<br>Staff             | 1              | 6            | 6                 | Meetings with parents take place outside, socially <a href="#">wearing masks</a> .<br><a href="#">Parents offered alternative meeting provision via online communication platforms and/or telephone communication.</a> | Reception staff to sign visitors in/out.<br>Parent Agreement in place.<br>Spare masks available.   |
| Risk of transmitting infection during meetings with visitors        | Parents<br>Staff             | 2              | 6            | 12                | Weather permitting, meetings take place outside, socially distanced and if less than 2m, with masks <span style="background-color: lightgreen;">(lower risk)</span> .  | Visitor agreement provided to visitor by e-mail, on arrival, or <a href="#">directed to Coronavirus button on website</a> .<br>Spare masks available.  |



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|---|----------------|---|---|----|---|---|
|   |                |   |   |    | Indoor meetings for up to 5 people take place in the staffroom, socially distanced wearing masks.<br>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.<br>Housekeeper to clean toilet when visitor leaves.   |
| Risk of unauthorised person attending the premises.         | Staff Children | 2 | 6 | 12 | Visitors sign an agreement to adhere to appropriate polices and behaviour whilst on CNS premises.<br><br>Visitors show DBS and ID badge.                                  | SLT to inform office staff in advance of visitor arrival (where possible.)<br><br>Office staff check BDS and ID, making further enquiries as appropriate. |

|   |                                 |  |
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| <b>Name of Assessor:</b><br>Mrs Basia Dowling | <b>Position:</b><br>Headteacher | <b>Signed:</b><br> |
|---|---------------------------------|--|

| <b><u>RISK RATING CALCULATION</u></b>                  |  |
|--|--|
| 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<br>8-12 Effective control measures to be put in place & monitored<br>15-16 Reconsider activity &/or alternative methods of control |