SHS Covid Secure Risk Assessment: VISITORS TO SCHOOL RECEPTION INCLUDING DELIVERIES MAY 21												
RA No: 13	Severity X Likelihood + Weighting WITHOUT control measures = Risk	S	L	W	R	(S) Severity (L) Likelihood	(W) Weighting (R) Risk	Severity X Likelihood + Weighting WITH control measures = Risk	S	L	W	R
		4	3	0	12				2	2	0	4

Hazard: Transmission of infection / breach of 2m social bubble

Control measures to reduce the risk:

General:
Protection screen mounted to reception desk – Only one member of staff to be behind reception desk at any one point to enable social distancing. Surfaces and under desk areas to be kept as clear and organised as possible to reduce risk of surface transmission.

Cleaning of equipment and desk areas between users – see Offices and Staff Desks Risk Assessment and Computer, Phones and Equipment Risk Assessment.

Reception and reception desk area sanitised every day by cleaners as well as daily clearing of the keypad and bell (daily cleaner).

Whenever possible the Quad doors should be left open to increase free flow movement and ventilation and reduce need to touch door handles and doorplates.

Post and parcels arriving in school:
Post and parcels are viewed as low risk. Arrangements have been established with Royal Mail and delivery companies for post and parcels to be left at the door rather than be buzzed in. RM and couriers have new systems to avoid signing for post/parcels.

ALL staff are to desist from having personal post and parcels delivered to the school.

Reception staff will place all post into staff trays to reduce personal contact.

Post trays for external post are now located at accessible point on the temporary sign in table to prevent staff having to move behind reception.

Deliveries:
Where possible, all deliveries should be sent to green gates for site staff and avoid reception area. See Deliveries below. If deliveries do need to be made to reception area, "non-contact delivery" is the preferred method. That is, delivery left at front door (not blocking it) and then brought into school by site staff.

Staff signing in and out:
See Staff Entry and Exit and Use of Reception Risk Assessment.

Visitors:
Parents have been instructed not to attend site without a prior appointment.

Staff MUST not invite "external" visitors (including parents) onto the school site during the pandemic. If meetings with external visitors are essential, virtual meetings or telephone conferencing should be used in the first instance. If a face to face meeting is critical, staff are to seek the authorisation with a senior leader/headmistress first. The visitor will be subject to the H&S Covid questionnaire prior to being admitted to the site.

ALL visitors must follow the PHE guidelines for educational setting

Visitors should use the doorbell to gain the attention of the reception staff and explain their purpose using the intercom. Visitors will be buzzed into reception and instructed to use hand sanitiser immediately – this is mounted onto the front of reception. The visitor will be instructed to sign in at the temporary sign in desk and display a visitor sticky label badge and wear it.
Visitors should then take a seat (2m distance enforced by seat rearrangement) and wait to be collected.

For the foreseeable future, we will not be shaking hands.

Contractors:
Only essential work will be permitted during lockdown and phased re-opening. If contracted works are essential, digital meetings or telephone conferencing should be used in the first instance to establish H&S routines for safe social distancing and works. If a face-to-face meeting is critical, staff are to seek the authorisation with a senior leader/headmistress first. The visitor will be subject to the H&S Covid questionnaire prior to being admitted to the site.

ALL contractors must follow the PHE guidelines for educational setting.

Canteen Deliveries:
Subject to the Edwards and Blake's Risk Assessments.

School Deliveries:
It is preferable that all deliveries be directed to the site staff at the garage/green gates and that the delivery is as contactless as possible.