

SHS Covid Secure Risk Assessment: VISITORS TO SCHOOL RECEPTION INCLUDING DELIVERIES SEPT 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

Control measures to reduce the risk:

This Risk Assessment has been updated to reflect Step 4 guidelines July 21 and **Operational Guidance for Schools**. Updates are in yellow.

General:

- Reception has a protection screen mounted to the desk.
- Only one member of staff to be behind reception desk at any point.
- 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 cleaning of the keypad and bell (daily cleaner).
- Whenever possible the Quad doors to be left open to increase free flow movement of air 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 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:

- Visitors are not to attend site without a prior appointment.
- 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 essential, staff are to seek the authorisation with a senior leader/Headmistress first. The visitor will complete the H&S Covid questionnaire prior to being admitted to the site.
- ALL visitors must follow the PHE guidelines for educational settings.
- 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. The visitor will be instructed to sign in at the sign in desk and display a visitor sticky label badge.
- For the foreseeable future, we will not be shaking hands.

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.