

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

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 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 effective 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 including intermittent daily clearing of the key pad 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.

2m markers applied outside of front door with signage to wait in line.

Post and parcels arriving in school:

Post and parcels are viewed as low risk.

It has been arranged with Royal Mail that post is left at the door rather than be buzzed in. RM and couriers have new systems to avoid signing for post/parcels.

As a temporary measure 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 to be placed 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**.

Sixth Form signing in and out:

See **Student Entry and Exit Risk Assessment**.

Visitors:

Parents have been instructed not to attend site without a prior appointment. If meetings with external visitors (inc parents) are essential, digital 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 need to complete the H&S Covid-19 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 should be instructed to use hand sanitiser immediately – this is mounted onto the front of reception.

Following discussions through the screen to establish the purpose of the visit, the visitor should be instructed to sign in at the sign in desk and display a visitor sticky label badge and wear it. We have temporarily stopped the use of plastic lanyard visitor badges due to the level of interchanging and cleaning required between users.

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 for the time being. 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-19 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.