

Our Lady & St John Catholic College Risk Assessment – abridged for visitors

Prevention:

Our Lady & St John continues to implement practices that aim to reduce transmission of the Covid-19 virus. This includes:

- Hand hygiene
- Regular cleaning routines
- Ventilation
- Testing (to be reviewed at the end of September)

Response to any infection

You must always:

10) Promote and engage with the NHS Test and Trace process;

11) Report confirmed cases of coronavirus (COVID-19) amongst the school community

**PLEASE NOTE OUR SCHOOL HAS AN OUTBREAK MANAGEMENT PLAN THAT MAY BE IMPLEMENTED AT SHORT NOTICE.
THIS MAY RESULT IN YOUR VISIT BEING POSTPONED**

Name of visitor/organisation:		Name of staff contact in school:	
Name/Year group of child (if appropriate)		Date/Time of visit	
Frequently asked question:	School response	Visitor response	
Do I need to have taken a Covid test before I arrive?	Yes. All our staff have access to LFDs and 88% of our pupils took up the offer to be tested in school. Since we returned in September, many pupils have been tested in school and are regularly testing at home. Please do NOT attend school if you are at all unwell		
What are the requirements on entry to school?	<ul style="list-style-type: none"> • Visitors should have arranged the meeting prior to arriving on site • If possible undertake a Covid test (LFD) prior to visit and share results • Sanitise hands on arrival • Sign in as usual and leave any contact details in the event of a positive case. We will make you aware and advise you to test regularly, as per government guidance 		

	<ul style="list-style-type: none"> Masks are strongly recommended in all meetings with pupils eg corridors, staffroom etc. Masks are not required in classrooms by staff but pupils should wear them at all times, whether in a classroom or in small groups/one to one work. Visitors should also wear masks if working in small groups or one-to-one. 	
Have you been in an/other school prior to this meeting?		
Are the children in bubbles?	<ul style="list-style-type: none"> Pupils are not bubbles. They are moving around school between lessons; they do, however, have their own year group entrances and exits and their own staircases to use. All classes have a seating plan If you are meeting more than one child at the same time, please ensure your named contact is aware If you are seeing more than one child, separately, please ensure the space is cleaned down between arrival and departure of children. Please note the school operates a split break and lunch and so seeing pupils in different year groups needs planning ahead. 	
Do the staff move around the school?	<ul style="list-style-type: none"> Yes. All areas of school are accessible to all staff and pupils 	
Is there a one-way system in school?	<ul style="list-style-type: none"> A one-way system has been implemented in school. Arrows clearly mark routes around and between the 2 main school buildings. Staff and visitors are respectfully asked to maintain distance from those around them when moving around the building. 	
Are there easily-accessible hand sanitisers?	<ul style="list-style-type: none"> All room have adequate supplies of cleaning equipment and hand sanitiser. Ensure pupils sanitise hands on arrival at your meeting We have the 'Catch it, bin it, kill it' strategy in place with posters around school and in classrooms to encourage this. Any used wipes/PPE should be disposed of in a lidded bin in the classroom/school 	

Will the room be cleaned before and after meeting?	<ul style="list-style-type: none"> Your contact staff member will ensure this happens after you leave. If you are meeting different children it is your responsibility to clean the tables/chairs between the meetings 	
Will the room be ventilated?	<ul style="list-style-type: none"> All windows in the main building open – we ask that the windows are opened throughout the meeting if it is comfortable to do so. Notre Dame has an appropriate air circulation/conditioning system 	
Does the room allow for 2m distancing?	<ul style="list-style-type: none"> Please ask your contact staff member to book a specific room to fit your requirements (ie you have more than one child to meet) 	
Will there be other staff present?	<ul style="list-style-type: none"> Only if necessary/appropriate 	
Is the child you are meeting well? (If the child you are meeting becomes unwell, please contact Reception. The child will be asked to isolate in the First Aid room)		
<p>Following your time in school please inform us immediately if you become unwell or test positive for Covid 19. We will contact you, should the child/ren you have visited become unwell.</p>		
Signatures:		
Dates:		
Follow up dates:		