

Bourne Community College Covid 19 Risk Assessment
 Visitors attending site to meet with staff

Apr-21

Risk Description	I	P	Risk Rating	Risk control measure	Lead for Risk Control Activities
<p>Preferred method for meetings to take place</p> <p>Entry into the Building</p> <p>Importance of wearing a face covering</p> <p>Attendance outside of school hours</p> <p>Ventilation</p>	5	2	10	<p>Anyone who should be self-isolating , including those who have been identified as a contact of a positive case under the NHS test, track and trace strategy are not permitted to access the school.</p> <p>Preferred method of meetings is virtually if possible If a face to face meeting is required, all visitors attending the school campus should follow measures set out by the SLT to minimise the risk of transaction.</p> <p>This includes continuing to observe good hand and respiratory hygiene and maintain social distance in line with Government guidelines.</p> <p>Entry to the building</p> <p>Visitors are requested to arrive at least 30 minutes prior to the scheduled meeting time. To complete a Lateral Flow Test (LFT), unless phone based evidence shows that a test has been undertaken within the permitted period, and the result is negative. In the event of a visitor not wishing to complete a LFT. The meeting must take place outside of the school with social distancing being maintained.</p> <p>Visitors will have their temperature taken by the use of a forehead thermometer. Visitors will be required to use the hand sanitiser in main reception Visitors will be asked to record their presence on site , using the school inventory signing in system. Visitors will required to use the AR code for the School Track and Trace App from their mobile phone. In the event they do not have a mobile phone that has this facility , they will be required to complete Track and Trace Form - obtainable from the school.</p> <p>Visitors will be expected to comply with the school policy of wearing a face covering unless valid exemption documentation is shown.</p> <p>A member of the school staff will meet the visitor at front reception and accompany to the meeting with the student/students The visitor will be required to complete a visitor approval form, with a copy of ID attached to the back of the form. We will require sight of a current DBS form, or in the event of a County Council employee a copy of their work badge with photo ID</p> <p>In the event of that visitor being a member of the School Governing body, the access code for entering the school, and an ID badge has been provided for out of normal school hours attendance at meetings. The reception will be managed between the hours of 8.00am - 3.30pm Monday - Thursday and 8.00am - 3.00pm Friday.</p> <p>Ideally adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact, and minimise the time spent within 1 metre of others.</p> <p>The room should be well ventilated (preferably by the opening of windows).</p> <p>If social distancing can safely be maintained and adequate ventilation is available, in agreement with those present face coverings can be removed. This is to apply to meetings held after school.</p> <p>The room where the meeting took place will be cleaned prior and after use. Meeting organiser to inform cleaning staff by email to premises@bourne as to rooms usage.</p> <p>As a result of the above we are satisfied that the controls we have introduced: Visitors and Staff risk of passing the virus reduced. Risk Level after mitigating measures in place: Likelihood = Unlikely Total 10</p>	Head teacher

