

Risk Assessment Form

Activity to be Assessed Visitors on school premises	Assessment Number CP20
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Persons undertaking or affected by the activity

☐ Employees
 ☐ Contractor
 ☒ Public
 ☐ Pupil
 ☐ Service User

☒ Other

Identified Hazards Associated Risks	Likelihood	Severity	Risk Level
1 Slips ,trips and falls in the workplace e.g. toys, uneven yard	3	3	9
2 Fire in school buildings	3	5	15
3 Child protection issues	3	4	12
4 Poor first aid	3	3	9
5 Covid	3	3	9
6 Unaware of routine procedures and health and safety measures	4	3	12
7 Outdoor hazards e.g. insect bites etc	3	3	9

Existing Control Measures / Additional Control Measures Required	
1	All classrooms to be checked for potential hazards including, toys, children's equipment, Good Housekeeping maintained. Incident and accident reporting in place.
2	Ensure good housekeeping practice is maintained and that all "means of escape" and "fire exits" are clearly and suitably marked. All visitors will be asked to sign the visitor's book and informed if there is a routine test scheduled, they will be shown the fire escape routes when they arrive at school. Ensure weekly, monthly and annual fire checks are completed.
3	Ensure that all visitors are supervised and have relevant DBS checks if working/observing in classrooms and during break times. Ensure that visitors are aware of the child protection procedures should anything be disclosed to them during their time with the children. Ensure that visitors are aware of the designated safeguarding officer All visitors to wear a 'Visitor' lanyard or any other form of appropriate identification. There is a safeguarding information instructions and contact details at the entrance of the school for visitors to take.
4	Ensure that the visitors are aware of the location of the first aid boxes and the designated first aiders. All incidents are to be reported to the Head Teacher.
5	Social distancing is in place at the school, there are hand sanitising stations located around the school and appropriate PPE is available if needed. All toilets have soap, water and paper towels, all classrooms have hand sanitiser available. The school has a Covid Risk assessment in place for safe working practices.
6	All visitors to report to office to be escorted to their destination. School to provide the visitor with advice upon times for breaks and general routines that affect the workplace. Provide the visitor with fire evacuation procedures and general Health and Safety information if appropriate.
7	Outdoor hazards – minor injuries will be dealt with by a designated first aider.

Reassessment of Activity Hazards	Likelihood	Severity	Risk Level
1 Slips ,trips and falls in the workplace e.g. toys/ wet floors etc.	2	3	6
2 Fire in school buildings	1	5	5
3 Child protection issues	1	4	4
4 Poor first aid	1	3	3
5 Covid	2	3	6
6 Unaware of routine procedures and health and safety measures	1	2	2
7 Outdoor hazards	2	2	4

Name Rob Appleby Position: Headteacher	Signed Rob Appleby	Date: 3/9/20
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	Key								
Review Date :	Likelihood	Severity	Likelihood of Injury	5	5Y	10R	15	20	25
Reviewed by:	1 very unlikely 2 unlikely 3 likely 4 very likely 5 certainty	1 nuisance 2 minor 3 medical treatment 4 major 5 fatal		4	4	8	12	16	20
Review Date :				3	3	6G	9	12	15
Reviewed by:				2	2	4	6Y	8	10Y
Review Date :				1	1	2	3	4	5G
Reviewed by:				0	1	2	3	4	5
Review Date :				Severity of Injury					
					Low Risk	Medium Risk		High Risk	