

Full re opening of PN visitor risk assessment COVID

Assessment performed by: **Polly Jones Head of School**

Hazards	Controls present	Risk Rating
<p>Congestion of parents, children, visitors not social distancing when arriving at PN.</p>	<ul style="list-style-type: none"> ● Office staff and Head of School to use their best endeavours to arrange for visitors to not arrive on site between the hours of 8.15am- 9.00am and 3.00pm-4.00pm to minimise congestion of parents and children entering the premises at the start of Nursery session. ● During non access times visitors are to wait off site or in their vehicle in the car park. ● Office staff and Head of School to use their best endeavours to arrange for non-teaching visitors after 4pm to reduce adults/ children on the premises at one time. ● Visitors arriving should enter school site via the Green gate from Pampisford Road 	<p>Tolerable</p>
<p>Congestion of parents, children, visitors not social distancing when leaving at PN.</p>	<ul style="list-style-type: none"> ● Office staff and Head of School to use their best endeavours to arrange for visitors to not leave site between the hours of 8.15am- 9.00am and 3.00pm-4.00pm to minimise congestion of parents and children leaving the premises at end of Nursery session. ● Office staff and Head of School to use their best endeavours to arrange for non teaching visitors after 4pm to reduce adults/ children on the premises at one time. ● Visitors leaving should turn left out of the main foyer doors and leave school site via the Green gate through the car park. 	<p>Tolerable</p>
<p>COVID 19 entering PN brought by visitors</p>	<ul style="list-style-type: none"> ● No new family visitors to be able to visit on site until National Restrictions permits this. ● All contractor visitors working on site in the nursery building during nursery session are to wear a face covering. ● All contractor visitors working outside do not need to wear a face covering as they 	<p>Tolerable</p>

	<p>will be scheduled to work outside nursery hours.</p> <ul style="list-style-type: none"> ● Visitors arriving in vehicles should enter the school site via the barrier entrance on Pampisford Road and notify the office of their arrival. ● Visitors to use hand sanitizer on entry to the Nursery. ● Visitors are strongly advised not to use toilet facilities when on site. ● In the event that visitors need to use the toilet, they are to use the office toilet and this toilet will then need to be closed to all staff until cleaned. Cleaning will follow <u>guidance</u> and include: <ul style="list-style-type: none"> ○ sink ○ toilet lid and flush ○ rails ○ door handles ● Office staff and Head of School to use their best endeavours to not invite contractor visitors into the Nursery classroom whilst children are occupying the provision. All contractor visitors working on site in the nursery building during nursery session are to wear a face covering. ● Office to keep a spare set of face coverings in the event visitors not having one. ● Contractor visitors accessing the outdoor area, Rainbow Room, Boiler Room, Cleaning cupboard should access the school site via the Blue Gate. All contractor visitors working on site in the building not during the nursery session are to wear a face covering. ● Visitors needing to work outside will be scheduled to work outside of nursery hours not do not need to wear a face covering. In the event they work during nursery session they will be asked to wear a face covering. ● Office staff to remind visitors entering school site that 'children are not able to socially distance therefore they are entering at their own risk'. 	
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<p>COVID 19 entering PN brought by external educational visitors to support children’s learning.</p>	<ul style="list-style-type: none"> • All external educational visitors to be confirmed by the Head of School whilst Covid restrictions are in place. • All external educational visitors to maintain social distancing with teaching adults when supporting children in their classroom bubbles. • All external educational visitors to wear face coverings when engaging with teaching staff during prolonged discussions. • All external educational visitors and teaching staff engaging in prolonged discussions are to do so in well ventilated areas. • All external educational visitors are not required to wear face coverings when engaging with children. 	<p>Tolerable</p>
<p>Visitors unsure of how to sign into the school site.</p>	<ul style="list-style-type: none"> • All visitors sign in on site using the ‘sign in’ booklet after they have sanitised their hands. • All visitor lanyards are to be provided to visitors on the entrance table. These will be cleaned after use and not reused again until the following day. 	<p>Tolerable</p>
<p>Staff unsure of where to conduct confidential/ private meeting when visiting members of staff on site</p>	<ul style="list-style-type: none"> • External educational visitors/ Parents/ contractor visitors in need of a face to face meeting with staff, visitors are to meet in the parents room/ Head of School Office. • Staff are to use best endeavours to scheduled a time slot for this meeting not during the hours of 8.15am- 9.00am and 3.15pm-4.00pm • Visitors to limit access to resources in the parents room • Seating to provide adequate spacing for adults to socially distance in this room. • Staff to clean the sofa and table area after the meeting has ended. • Windows in the parents room/Head of School Office are to be opened for the meeting. 	<p>Tolerable</p>
<p>Cleaning products are not readily available to office staff to clean after a visitor has left.</p>	<ul style="list-style-type: none"> • Hand sanitizers, disinfectant sprays, tissue rolls and anti-bac wipes available in office for staff use. • Daily cleaning of office space to be carried out by office staff throughout the day. 	<p>Tolerable</p>

	<ul style="list-style-type: none"> Additional cleaning of areas within the office needs to be communicated to cleaners at the end of day. 	
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People at risk	Employee	<input checked="" type="checkbox"/>	Contractor	<input checked="" type="checkbox"/>	Member of Public		Other	<input checked="" type="checkbox"/>
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Employees informed of risk assessment via all of the following means:	Risk Assessment Register folder		
Employees to report newly-identified hazards via:	Written notification to Head of School		
Date of next assessment:			
Assessment frequency:	Annually		
Date:	reviewed 22.04.2021	Signed:	Polly Jones