



**Aldryngton Primary School**  
**CV19 - risk assessment - updated 29<sup>th</sup> September 2020**  
**Visitors on site**



Aspect	Risk reduction measures
Entry and exit	<ul style="list-style-type: none"><li>• Ensure your visit is pre-booked</li><li>• Sign in at the reception area - clean and used pen system is in place</li><li>• One visitor permitted in the office area at a time</li><li>• Those waiting to do so outside using 2m distance markers</li><li>• Hand gel to be used before entry to the school - available at sign in desk</li><li>• Visitors are encouraged to walk / cycle to school avoiding public transport if possible.</li><li>• Car use to be kept to a minimum, with drivers observing a 2m distancing when leaving their cars and walking into school</li><li>• Minimum belongings to be brought on site</li><li>• Sign out when leaving the site using the clean/used pen system and the hand gel provided</li><li>• The school has a registered QR code for the test and trace system, which visitors are made aware of</li></ul>
Moving around the school	<ul style="list-style-type: none"><li>• Visitors to be escorted to their destination in school</li><li>• When moving around the school building keep left</li><li>• Maintain a safe distance at all times</li></ul>
Keeping yourself and others safe	<ul style="list-style-type: none"><li>• <b>If you are symptomatic do not come to the school</b></li><li>• Remain vigilant to signs of CV19 – if a child presents with symptoms, contact the school office</li><li>• Maintain social distancing at all times</li><li>• Work alongside children rather than sitting facing them</li><li>• Avoid working with them at the same level whenever possible</li><li>• Face coverings may be worn including visors when working closely with children</li><li>• Clean your ‘work area’ after use and if working with more than one pupil between each child</li><li>• Ensure rooms are well ventilated throughout your stay</li><li>• Thoroughly wash your hands after using the adult toilets</li></ul>

	<ul style="list-style-type: none"> <li>• It will be helpful for visitors to bring their own water bottle if possible</li> <li>• Ensure pupils adhere to the following requirements / guidance</li> </ul>
Working with pupils	<ul style="list-style-type: none"> <li>• Pupils to sanitise / wash their hands before working with them</li> <li>• Cough and sneeze protocols to be observed</li> <li>• Tissues to be placed in bin</li> <li>• Minimise touching their mouth and eyes</li> <li>• Long hair to be tied back</li> <li>• Clean equipment after use or place in a quarantine box if cleaning is not practical</li> </ul>
Be aware	<ul style="list-style-type: none"> <li>• Touch points will be cleaned during the course of the day</li> <li>• If you note any cleaning materials are in need of replenishing, please advise a member of the office staff</li> <li>• Staggered timings apply to the school day – check that this will not affect your visit</li> <li>• If you are working with a child who becomes ill, contact the school office for assistance</li> <li>• Please ask the office staff if you need materials or service, such as photocopying</li> </ul>
Emergency situations	<ul style="list-style-type: none"> <li>• On hearing the fire evacuation bell – a continuous ring, make your way to the playground at the rear of the building following staff instructions</li> <li>• If you are working with a child you are asked to escort them to the assembly area.</li> </ul>
Behaviour	<ul style="list-style-type: none"> <li>• If working with pupils and there are concerns about their behaviour please return them to the class teacher to have the matter addressed</li> </ul>