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**The Bishop's Stortford High School Visitor Risk Assessment**

School	The Bishop's Stortford High School		
Name of Assessor	Rachel Engel	Date of Assessment	08-Sep-20
Approved by	Dale Reeve	Date of Approval	10-Sep-20

Hazard	Possible actions to minimise risk	How will this be implemented
<p><b>General Transmission of COVID-19</b></p> <p><b>Minimising contact and Maintenance of social distancing</b></p>	<ul style="list-style-type: none"> <li>All Visitors are by appointment only.</li> <li>Ensure all visitors / building users are aware of school's expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school.</li> <li>Volunteers, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk, including need to maintain distance (2m) from other staff and pupils.</li> <li>Visitors will not be admitted to classrooms except where necessary to support individual students.</li> <li>Where visits can happen outside of school hours, they should.</li> <li>A record of all visits to be kept of all visitors to aid track and trace (records maintained for a minimum of 21 days including name, phone number, date and time of arrival/departure).</li> <li>Signage in reception regarding good hygiene.</li> <li>Use of Perspex screens for open receptions and tape / visual markers to reinforce social distancing (2 m where possible)</li> </ul>	<ul style="list-style-type: none"> <li>All visitors must be signed in and out at reception by the receptionist and provide contact details.</li> <li>Parents instructed only to come onto premises by appointment or in event of an emergency</li> <li>Where possible, visitors should not travel into the main school.</li> <li>Visitors entering classrooms must maintain 2m social distancing from staff and students</li> <li>Where individual support is required for a student, the student must be seated at the edge of the class and any support must be given 'side by side'</li> <li>Visitors will not be able to cross year group bubbles in a single visit unless 2m social distancing can be adhered to.</li> <li>Visitors must inform the school if they have are diagnosed with/ test positive for Covid19 within 14 days of being on site by contacting <a href="mailto:covid19@tbshs.org">covid19@tbshs.org</a></li> <li>Areas which you visit in school, together with the names of any people you speak to while on site will be recorded. This is to support the track and trace system as far as we are able</li> <li>Visitors and staff are not to 'shake hands' when introducing themselves</li> </ul>



Hazard	Possible actions to minimise risk	How will this be implemented
<b>Effective hygiene protocols</b>	<ul style="list-style-type: none"> <li>• Visitors are required to wear masks at all times whilst on site</li> <li>• Access to hand sanitiser</li> <li>• Access to hand washing &amp; Toilet facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Visitors to supply their own masks/PPE</li> <li>• Visitors to be accompanied and advised of the One Way system in place.</li> <li>• Use of external Vacant/engaged sign for visitors toilets</li> </ul>
<b>Suspected case whilst on site</b>	<ul style="list-style-type: none"> <li>• Visitors asked to STAY AT HOME if anyone in the family is exhibiting symptoms</li> <li>• If a visitor becomes unwell or shows symptoms of Covid19, they will be asked to leave the site immediately.</li> </ul>	<ul style="list-style-type: none"> <li>• Visitors will be asked to leave the site immediately, or in severe case isolated until an ambulance is called.</li> <li>• Visitors will be asked to obtain a Covid19 test and report the result to the school via <a href="mailto:covid19@tbshs.org">covid19@tbshs.org</a></li> </ul>
<b>Provision of first aid</b>	<ul style="list-style-type: none"> <li>• Arrangements to be in place to contact on site first aider in an emergency situation</li> </ul>	<ul style="list-style-type: none"> <li>• Full medical PPE to be utilised if first aid required</li> </ul>
<b>PPE</b>	<ul style="list-style-type: none"> <li>• Employees should have access to PPE should they need to attend to a pupil in an emergency situation</li> </ul>	<ul style="list-style-type: none"> <li>• Visors, Facemasks, Gloves and Aprons are available for use</li> </ul>

Review date:	01-Jan-21
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