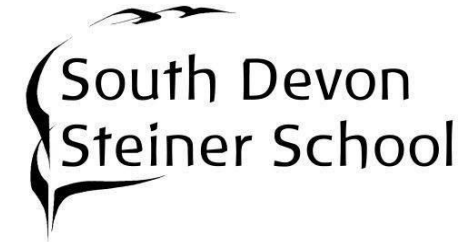


Making Sense of Risk Ratings



Potential Severity of Harm	Meaning
Fatal/Major Injury	Death, major injuries or ill health causing long-term disability/absence from work.
Serious Injury	Injuries or ill health causing short-term disability/absence from work (over three days absence)
Minor Injury	Injuries or ill health causing no significant long-term effects and no significant absence from work

Likelihood of Harm	Meaning
High (frequent)	Occurs repeatedly / event only to be expected.
Medium (possible)	Moderate chance/could occur sometimes.
Low (unlikely)	Not likely to occur.

RESIDUAL RISK RATING	ACTION REQUIRED
VERY HIGH: Strong likelihood of fatality / serious injury occurring <input type="checkbox"/> Likely fatal/ major injury	The activity must not take place at all. Action MUST be taken as soon as possible to reduce the risk and before activity can continue.
HIGH: Possibility of fatality/serious injury occurring <input type="checkbox"/> Possible fatal/major injury, likely serious injury	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Officer.
MEDIUM: Possibility of significant injury or over 7-day absence occurring <input type="checkbox"/> Improbable fatality/major injury, possible serious injury, likely minor injury	Implement all additional precautions that are not unreasonably costly or troublesome. If it is not possible to lower risk further, you will need to consider the risk against the

	benefit. Monitor risk assessments at this rating more regularly and closely.
LOW: Possibility of minor injury only <input type="checkbox"/> Improbable serious injury or possible minor injury	Implement any additional precautions that are not unreasonably costly or troublesome.
No significant risk <input type="checkbox"/> Improbable Minor Injury	No further action required. The risk is no more than is to be encountered in normal everyday life and is, therefore, regarded as being acceptable.

- **Risks:**
Injury/ (Disabling or fatal) Injury/ Death/ Illness/ Drowning/ Falls/ Burns/ Scalds/ Hypothermia/ Disease/ Abduction/ Abuse/ Separation from group/ Exposure/ Cold injury/ Heat injury
- **Persons at risk:**
Pupils, staff/ members of the public/ other children/ other young people/ other people at the venue/ all
- **Residual risk rating:**
Low/ Medium/ High

Activity: Visits for prospective parents to school site.	Department: Kindergarten, Lower and Upper School	Responsible Person: Kaycee Fordham
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Risk Assessment

Version:1 Date: August 2020

This risk assessment is to be read in conjunction with

Covid-19 Full school opening risk assessment

RA101

RISK BENEFIT - *State the pedagogical reasons for undertaking the activity*

- Prospective parents need to be able to visit the school to determine whether it is the right educational setting for their child/ren

GENERAL COMMENTS

- Ensuring new pupil admissions continue is key to the schools' financial viability.

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Prospective parents visiting site, increasing the risk of virus distribution.	Medium	Pupils and their families Staff and their families Prospective families	<ul style="list-style-type: none"> • All visitors to follow strict COVID safety protocols as per the main risk assessment. • All visitors to be asked whether they have any symptoms of COVID before being permitted to enter the school site. 	<ul style="list-style-type: none"> • Follow the main COVID risk assessment. 	Low

			<ul style="list-style-type: none"> • All visitors briefed on the schools' COVID safety measures and asked to sanitise their hands upon entry and exit. • All visitors to be signed in and the records maintained to assist with NHS test and trace protocols. • All visitors to strictly adhere to physical distancing rules - maintain 2 metre space between adults. • Prospective families to send only one adult at a time to the school, and should refrain from bringing their children at this time. • Prospective parent visits to be held by the Senior Administrator on a one family per tour basis. • Appointments to be booked in advance. No adhoc tours to take place. • Tours to be only external - no entry to the school buildings will be permitted. • Prospective parents to be directed to the school website 'Pupil Safety COVID' page and confirm they have read the risk assessment before attending site. • All efforts should be made to minimise contact between the visiting prospective parents and school pupils and staff. • Staff to keep their distance from pupils and other adults. • Tours to be kept as brief as possible with conversations and questions about the school taking place after the tour, over the telephone. • Access to toilets will not be possible - prospective families to ensure they use their own facilities before entering the school grounds. • Appointments to be booked only after the prospective family has made an application to the school for their child/ren. 		
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Responsible Person:

Signed:	Date:
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Health & Safety Officer

Signed:

Date:

