

## RGS – Risk Assessment School managing personal tours whilst school is open during Coronavirus (Covid-19) Pandemic

School Name:	Reigate Grammar School
Site Details:	Reigate Road, Reigate, RH2 OQS
Risk Assessor's Name:	Emily Wordley
Risk Assessment Date:	07.09.2020
Last HM/CHL Review:	

**As we can't currently bring large groups of visitors into the school, we are instead offering prospective families a combination of virtual open events and private tours. We know how important it is to our prospective families to visit the school in person, to get a feel for who we are, so we have put together a safe plan, that minimizes risks, to help offer this opportunity to families interested in 2021 entry only. Risk assessment for individual tours stands as an addendum to the main school risk assessment.**

### Individual Tours of the main school site:

These tours will be bookable online via our existing open apply system to ensure people do not just turn up. We are offering a maximum of 5x 30 mins tour slots per day (Mon-Fri) with only one tour at any one time. Tours only take place during lessons where there is no cross-over of students. Tours are conducted by staff members or parent ambassadors. Visitors are limited to a maximum of 3 individuals per slot (2 parents+ 1 child). Visitors are not able to go into classrooms but can view from the door if it is safe to do so.

### Assessment

Hazard	Individuals at Risk	Control Measures	Further Action points
<b>Visitors coming into school may have been unknowingly in contact with someone with Covid Infection or be asymptomatic.</b>	<i>All</i>  <i>Potential spread of Coronavirus (Covid-19) to other staff, pupils and others on site</i>	<ul style="list-style-type: none"> <li>• Inform any potential visitors not to visit the school if they, or any member of their household, are displaying any symptoms of Coronavirus (Covid-19).</li> <li>• There is clear signage at the main entrance to school asking visitors to wait outside and call for attention. Visitors are briefed on the procedures to follow should they become ill with symptoms of Coronavirus whilst on site and that this is refreshed periodically in line with any changes to the guidance and/or procedures. (Receptionist/Tour Guide responsible for visitors briefing, see Appendix A for Notice to Visitors).</li> <li>• Temperature checks for all visitors attending private tours.</li> <li>• Tour guide and visitors to wear face coverings at all times.</li> <li>• If there are any confirmed cases in our community, or from any visitors, we will follow guidance from the local authority HPT. <b>The South East contact number is 0344 225 3861</b>. We will write to the families to confirm next steps.</li> </ul>	

Hazard	Individuals at Risk	Control Measures	Further Action points
<b>Visitors develop symptoms when on site during personal tour.</b>	<p><i>All</i></p> <p><i>Potential spread of Coronavirus (Covid-19) to other staff, pupils and others on site</i></p>	<ul style="list-style-type: none"> <li>• If a visitor becomes ill with symptoms of Coronavirus whilst on site, they must be sent home and advised to follow the latest Government guidance available <a href="#">here</a>. They should not visit their GP, a hospital or a pharmacy. If their life is at risk or if they are seriously ill, then a member of staff should call 999.</li> <li>• If a member of staff, contractor, or pupil displaying symptoms is awaiting collection, they should be moved, if possible and if appropriate, to a room where they can be isolated behind a closed door. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products, by cleaners protected with appropriate PPE before being used by anyone else. If they need clinical advice, they should go online to NHS 111 (or call 111 if they don't have internet access). In an emergency, call 999 if they are seriously ill or injured or their life is at risk.</li> <li>• In most cases, closure of the educational setting will not be needed but this will be a decision based on various factors such as establishment size and risk of further spread.</li> <li>• Visitors must inform a member of school staff prior to leaving the site (i.e. they should not just leave the site without informing school that they are unwell with possible symptoms of Coronavirus).</li> <li>• Keep up to date on the latest Government guidance on what to do if someone develops symptoms of Coronavirus (Covid-19) on site as these may change in line with the latest scientific research.</li> <li>• For suspected cases, use <a href="https://111.nhs.uk/covid-19">https://111.nhs.uk/covid-19</a> for identifying symptoms.</li> <li>• Staff, contractors, pupils, and where appropriate parents/carers are briefed on the procedures to follow should they become ill with symptoms of Coronavirus whilst on site and that this is refreshed periodically in line with any changes to the guidance and/or procedures. (Receptionist and Tour Guide responsible for visitors/contractor briefing).</li> <li>• Thermometers are available and visitor temperatures are taken upon arrival and, if needed, during the tour.</li> <li>• We have identified suitable isolation areas for any suspected cases and ensured that suitable signage is in place. These are our Medical Rooms, one each for students and staff/adults and are clearly labelled.</li> <li>• Estates are informed immediately so that space can be locked off and arrangements agreed for subsequent and safe cleaning.</li> <li>• Review movements of suspected case(s) and ensure that suitable cleaning is undertaken in line with the Government guidance.</li> <li>• Regarding latest NHS guidance on symptoms, testing, self-isolation and “test and trace”, link <a href="#">here</a></li> </ul>	

Hazard	Individuals at Risk	Control Measures	Further Action points
		<ul style="list-style-type: none"> <li>If there are any confirmed cases in our community or from any visitors, we will follow guidance from the local authority Health Protection Team (HPT). <b>The South East contact number is 0344 225 3861</b>. We will write to the families to confirm next steps.</li> <li>See Appendix B – What to do if a pupil/visitor is displaying symptoms of coronavirus (COVID-19)</li> </ul>	
<b>Risk to tour guide (staff member) being exposed to various visitors for more than 15 minutes.</b>	<i>Tour Guides (MAE Team, SLT, key members of teaching staff)</i>	<ul style="list-style-type: none"> <li><b>2 metres</b> social distancing between visitor and staff member and any students/teachers for the duration of the tour.</li> <li>No visitor to enter any classrooms. Can stand outside the door if it is safe to do so.</li> <li>Face coverings to be worn by all visitors and tour guide for the duration of the tour.</li> <li>We have spare masks available for visitors to wear if they do not bring one or their face covering is inadequate.</li> <li>Some visitors may be exempt from wearing a face mask or covering. This applies to those who: <ul style="list-style-type: none"> <li>cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability</li> <li>speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate.</li> </ul> </li> </ul> <p>Those visitors are given a reminder about ways to help keep themselves and others safe in communal areas for example, maintaining <b>2 metres</b> distance from others. The tour guide could double up with face mask and visor to help minimize the risk.</p>	
<b>Risk of member of staff due to give private tour is ill and off work.</b>  <b>Staff may need to self-isolate as a result of either themselves, member of their household or support bubble developing symptoms of Coronavirus (Covid-19)</b>	<i>Visitor not able to have tour on designated time/day.</i>	<ul style="list-style-type: none"> <li>Have sufficient bank of staff available and ensure for each tour slot there is a back-up tour guide planned and in place ready to conduct the tour at short notice.</li> <li>Have cancellation policy in place and ensure visitors are clear on this prior to booking their tour.</li> </ul>	
<b>Risk of exposure and transmission higher inside school buildings.</b>	<i>All</i>  <i>Potential spread of Coronavirus (Covid-19) to other staff, pupils and others on site</i>	<ul style="list-style-type: none"> <li><b>2 metres</b> social distancing between visitor and staff member and any students/teachers for the duration of the tour.</li> <li>Ensure tour route follows one-way system and wider corridors and tries to keep to outside spaces as much as possible.</li> <li>Visitors not able to go into classrooms, but can view from the door if it is safe to do so.</li> </ul>	

Hazard	Individuals at Risk	Control Measures	Further Action points
		<ul style="list-style-type: none"> <li>Majority of talking between tour guide and visitor to take place outside (e.g. playground/outside Ballance/Harrison Centre).</li> <li>Hand sanitize on entry to every building.</li> </ul>	
<b>Lack of adequate social distancing measures and touching shared surfaces whilst staff, pupils and others are on site</b>	<p><i>All</i></p> <p><i>Potential spread of Coronavirus (Covid-19) to other staff, pupils and others on site</i></p>	<ul style="list-style-type: none"> <li><b>2 metres</b> social distancing between visitor and staff member and any students/teachers for the duration of the tour.</li> <li>Ensure tour route follows one-way system and wider corridors and tries to keep to outside spaces as much as possible.</li> <li>Ensure visits only take place during lessons where there is no cross-over of students – i.e. none during split break/split lunchtimes.</li> <li>Ensure tour time is limited to 30 mins to allow buffer of students moving across site late or early between lessons.</li> <li>Hand sanitize on entry to every building.</li> <li>Tours limited to maximum 5 per day with one family per 30 minute tour slot.</li> </ul>	
<b>Risk to visitor of being exposed to COVID-19 on site via staff/student/touching an infected area/breathing in a cough/sneeze.</b>	<i>Visitors</i>	<ul style="list-style-type: none"> <li>Ensure tour route follows one-way system and tries to keep to outside spaces as much as possible.</li> <li>Visitors not able to go into classrooms, but can view from the door.</li> <li>Ensure visits only take place during lessons where there is no cross-over of students – i.e. none during split break/split lunchtimes.</li> <li>Hand sanitize on entry to every building and hand-wash/sanitize as they leave the school.</li> </ul>	

## Appendix A

# COVID 19 SAFETY NOTICE FOR VISITORS

**No visitors or contractors are allowed on site without a prior appointment.**

Before being granted access, **visitors** must ring Reception on 01737 222231 and report to Reception. **Deliveries/Contractors** must ring the duty mobile on 07957 496897 and report to the Porters' desk.

**We are keeping to a strict 2m distancing code for all adults in school and masks must be worn in all communal areas.**

Visitors and Contractors must complete an oral questionnaire at Reception with regards to risk rating prior to be allowed on site. Our Receptionist will record responses on a spreadsheet.

Please answer the following:

1. Name of visitor (and company in the case of contractors)
2. RGS host - who you are visiting? This person will collect you from Reception.
3. Contact telephone number.
4. For Contractors: Which area of site will you be working on?
5. Do you have a face mask with you? Reception/Porters will provide a mask if not.
6. Are you displaying any of the following COVID symptoms: cough and/or high temperature, or a loss of, or change in their normal sense of taste or smell (anosmia)? YES/NO
7. Are you self-isolating due to another person within their household developing symptoms? YES/NO
8. Have you returned from another country within the last 14 days? YES/NO

9. *Please check your own temperature using the device available. Is it 37°C? YES/NO*

Visitors and Contractors must be accompanied at all times. The Receptionist will sign you in and issue you with a visitor's badge which you should wear whilst on site and leave in the tray provided when you sign out.

Should you feel unwell when on site, please let your host know immediately and make arrangements to leave the site, keeping 2m distance from all other persons. If there is a delay in you being able to leave, you will be taken to our staff medical room for isolation.

Thank you for your co-operation.

**PLEASE SANITISE YOUR HANDS WHILST WAITING**

## Appendix B



Department  
for Education

### What to do if a pupil/visitor is displaying symptoms of coronavirus (COVID-19)

If anyone in your school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and be advised to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection. This sets out that they must:

- self-isolate for at least 10 days
- arrange to have a test to see if they have coronavirus (COVID-19)

#### Action list

1. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital except in an emergency.
2. Call parents/legal guardian to collect pupil and take them home. Advise them that all household members will need to isolate and refer them to the guidance for households with possible or confirmed coronavirus (COVID-19) infection.
3. While the pupil is awaiting collection, move them to an isolated room and open a window for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.
4. Staff caring for a pupil while they are awaiting collection should maintain 2 metre distancing. If not possible, for example with a young child, they should wear suitable PPE1:

Situation	PPE
2m distance cannot be maintained	A face mask should be worn
Contact is necessary	Gloves, an apron and a face mask should be worn
Risk of fluids entering the eye (e.g. from coughing, spitting or vomiting)	Eye protection should also be worn

5. If the pupil needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.
6. From 26 August, all schools and FE providers will receive an initial supply of 10 home test kits. Home test kits should only be offered to individuals in the exceptional circumstance that you believe an individual may have barriers to accessing testing elsewhere.
7. Staff/other pupils who have had contact with the symptomatic pupil must wash their hands thoroughly for 20 seconds.
8. When parents/legal guardian pick up the pupil, advise them to get the pupil tested and notify you of the results.
9. Once the pupil has left the premises, thoroughly disinfect/clean all surfaces and contact points they came into contact with (including the bathroom if used).

#### What to do if a pupil tests positive for coronavirus (COVID-19)

1. Notify your local health protection team (HPT) immediately when you are informed of a possible or confirmed case by NHS Test & Trace, staff or a parent or carer of a pupil within the last 14 days. Find contact details for your local health protection team.
2. If you do not know the result of a test or if there is any indication of an increase in sickness absence contact your local HPT for advice.
3. The HPT will work with you to carry out a rapid risk assessment and identify appropriate next steps.
4. With HPT advice, identify close contacts of the symptomatic individual. Contact tracers will inform contacts that they need to self-isolate for 14 days in line with guidance for households with possible or confirmed coronavirus (COVID-19) infection.
5. For pupils who are isolating, ensure access to remote provision so that they can continue to learn remotely.
6. A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed.
7. Schools must not share the names of people with coronavirus (COVID-19) unless essential to protect others.

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