

## Visitor Guidelines as of 8<sup>th</sup> November 2021

Our full COVID-19 RA is available on our school website: [Risk-Assessment-for-Test-Valley-School-COVID-RA-4.3.2021.pdf \(testvalley.hants.sch.uk\)](https://testvalley.hants.sch.uk/Risk-Assessment-for-Test-Valley-School-COVID-RA-4.3.2021.pdf)

Here these are our visitor expectations from the RA:

Hazard Identification and evaluation								
No	Hazards	Associated Risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed? Action No	Action by Whom ?
				Probability	Severity	Risk		
14	<b>Visitors on Site</b>	Increased risk of transmission due to external contacts	<p><b>Do not visit do not attend if:</b></p> <ul style="list-style-type: none"> <li>You have been in contact with anyone who has been confirmed as having Covid-19 (Coronavirus)</li> <li>You or anyone who lives with you is unwell or has suspected Coronavirus with the following symptoms: <ul style="list-style-type: none"> <li>a high temperature (feel hot to touch on your/their chest or back) and/or</li> <li>A new, continuous cough (you/they have started coughing repeatedly).</li> <li>a loss of, or change to, your sense of smell or taste</li> </ul> </li> <li>Advice on what to do in these situations is provided on the NHS website: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a>.</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li><b>When you do visit a site:</b></li> <li>In addition to following the usual procedures for visitors, you must do the following: <ul style="list-style-type: none"> <li>Report to the receptionist who will ask if you have any symptoms or have been in contact with anyone who has had symptoms. If the answer is positive to any of these questions you will be asked to leave the school site.</li> <li>Observe <a href="#">social distancing</a> whilst you are on site.</li> <li>There are markings on the floor and one-way markings in order to help you do this.</li> <li><b>Visitors to the school site are required to wear a mask when on the school site</b></li> <li>Where possible, confine yourself to the designated work area only.</li> <li>Where this is not possible, limit your travel within the site or building as much</li> </ul> </li> </ul>	Visitors KJ All Staff

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							<p>as is practically possible and only within agreed areas. Observing the one-way system that is in place across the site.</p> <ul style="list-style-type: none"> <li>• Increase ventilation in enclosed spaces.</li> <li>• When you walk in to reception you will be asked to sanitise your hands.</li> <li>• Whilst on site please ensure you practise <a href="#">good hand hygiene</a> by <a href="#">washing your hands</a> with soap and water or hand sanitiser for a minimum of 20 seconds, often during your visit, and before you leave site, using the identified facilities on site.</li> <li>• Notify the receptionist before leaving the site.</li> </ul>	

**Risk Evaluation**

		Consequence of event occurring (Severity)				
		Negligible	Minor	Moderate	Major	Critical
Likelihood of event occurring (Probability)	Almost Certain	Tolerable 5	Substantial 10	Intolerable 15	Intolerable 20	Intolerable 25
	Likely	Tolerable 4	Substantial 8	Intolerable 12	Intolerable 16	Intolerable 20
	Possible	Trivial 3	Tolerable 6	Substantial 9	Intolerable 12	Intolerable 15
	Unlikely	Trivial 2	Tolerable 4	Tolerable 6	Substantial 8	Substantial 10
	Rare	Trivial 1	Trivial 2	Trivial 3	Tolerable 4	Tolerable 5

**Likelihood**

- Rare**, will probably never happen/recur
- Unlikely**, do not expect it to happen, but is possible
- Possible**, Might happen
- Likely**, will probably happen
- Almost Certain**, will undoubtedly happen

**Severity**

- Negligible
- Minor
- Moderate
- Major
- Critical

**Risk control strategies**

- Intolerable** – stop activity, take immediate action to reduce the risk
- Substantial** - Take action within an agreed period
- Tolerable** – monitor the situation
- Trivial** – No action required