

### Risk Assessment – Reception area

A	<b>Date:</b> 16 /10/2020	<b>School:</b> Holly Lodge Girls' College	<b>Team:</b> Reception	<b>Location:</b>
	<b>Review Date:</b> 30/10 2020	<b>Ref:</b>	<b>Assessor:</b> M Hughes	<b>Head Teacher:</b> A Keen

B	<b>Assessment of Risk for:</b> Protection from transmission of Covid-19 during pandemic – Reception Area
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C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
Ser N°				
1	Covid-19 virus: General	Staff Pupils Visitors Contractors	<p>Pupils who are symptomatic will not be allowed to attend school and where a student displays COVID symptoms during the course of the day, they will be await collection by their parent in one of the meeting rooms.</p> <p>Staff will be asked to minimise contact with Reception [ ie phone /email rather than visit the office]</p> <p>Hand sanitizer and anti-bacterial wipes available for staff</p> <p>No more than 3 visitors in public reception area at a time. Visitors will be asked to wait in the vestibule area until called in by the receptionist and will be asked to maintain 2m social distancing once inside.</p> <p>No more than 3 staff in the back reception office [ including MB and DMc] at any one time</p> <p>No more than 2 people in the front reception office [ including EJ] at any one time</p>	Low

			<p>Signage to be in place as follows;</p> <ul style="list-style-type: none"> <li>• In the vestibule area to remind visitors to sanitize, to ask that anyone displaying symptoms of COVID -19 does not enter, and that all who enter school follow social distancing protocols</li> <li>• Social distancing signage to be in place at reception desk and reminders along the “attendance corridor “ to sanitize and keep distance</li> <li>• As a visitor buzzes in they will be advised to sanitise before entry</li> <li>• Wipes will be available to clean the inventory screen before use</li> <li>• Lanyards will be issued by HL staff and once returned , they will be cleaned and left for 72 hours before they are used again</li> <li>• Visitor details will be recorded for “track and trace”</li> <li>• Visitors will be given guidance on both safeguarding and COVID precautions</li> </ul>	
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**Risk Level: High:** Accident likely with possibility of serious injury or loss  
**Medium:** Possibility of accident occurring causing minor injury or loss  
**Low:** Accident unlikely with control measures in place

<b>D</b>	<b>Controls</b> (Ser N <sup>o</sup> to correspond with Hazard Ser N <sup>o</sup> )	<b>E To be completed by the Manager</b>			
Ser N <sup>o</sup>	<b>Additional Controls Required</b>	<b>Action to be Taken</b>	<b>By Whom</b>	<b>Target Completion Date</b>	<b>Task Completed (Signed &amp; Dated)</b>
1					

<b>F</b>	<p>Once additional controls are implemented, what will the overall risk level be:</p> <p style="text-align: center;"> <span style="margin-right: 100px;"><b>High</b></span> <span style="margin-right: 100px;"><b>Medium</b></span> <span><b>Low</b></span> </p>	<p>Risk assessment signed off by:</p> <p>Signature:</p> <p>Date:</p>
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	<p><i>Please note an electronic signature will suffice.</i></p>
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