

School	Dorchester Primary School	Date of Assessment	17/09/2020
Assessor	Stuart Mills	Review Date	17/10/2020 – <i>reviewed – no amendments</i>
Task/Activity	Visitors to school – COVID-19	Persons at Risk (Delete as appropriate) Visitors, employees, children	

Hazard Identified	Before Controls			Control Measures	After Controls		
	P	I	Risk Rating P x I		P	I	Risk Rating P x I
Risk of catching/spreading COVID-19 between visitors and children/employees	4	4	16	Where possible and appropriate, maintain social distancing guidance.	2	4	8
				If social distancing is not appropriate, visitors to where appropriate PPE i.e. face mask, visor, gloves, aprons	2	4	8
				All visitors to wear face masks/coverings when moving around the school site.	2	4	8
				Where applicable, visitors will also follow their own	2	4	8

				organisation's COVID-19 risk assessment.			
Risk of spreading COVID-19 due to too many visitors on site	4	4	16	Visitors to site to be kept to a minimum and by appointment only.	2	4	8
				All visitors to follow the school's COVID-19 guidance on hand washing and sanitization	2	4	8
Risk of catching / spreading COVID-19 through shared spaces and resources	3	4	12	<p>A designated area to be utilised for visitors to work with children (old ICT suite)</p> <p>After use, visitors/on site cleaners to sanitize any areas which have been used</p> <p>Both doors to ICT suite to be kept open to help with ventilation.</p> <p>Any resources brought with from visitors to be taken with them from the building after use.</p>	2	4	8

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GUIDANCE NOTES

Identification of risks

The Risk Management Standard states that risk identification should be approached in a methodical way to ensure that all significant activities have been identified and all the risks flowing from these activities have been defined.

Evaluation of risks

The Risk Management Standard states that risks should be evaluated against agreed criteria to make decisions about the significance of risks. The Trust uses a 5 x 5 Matrix to assess impact and probability as high to low, as illustrated in the diagram below: With 5 x 5 having High Impact and High Probability (see appendix section 2 and 3)

Score	Probability	Impact
1	Remote	Insignificant
2	Unlikely	Minor
3	Possible	Moderate
4	Likely	Serious
5	Certainty	Catastrophic

For example - A hazard such as an insecure school entrance would be judged as Likely (4) this would result in undesirable visitors entering the site with potentially Catastrophic consequence (5) thus resulting in a score before measures have been introduced of $4 \times 5 = 20$. Following measures being implemented this is reduced to Remote (1) probability. The impact however still remains Catastrophic (5) and so the overall score reduces to $1 \times 5 = 5$.

Risk appetite

The term risk appetite describes the Trust's readiness to accept risks and those risks it would seek to reduce. The Trust's risk threshold is the boundary delineated by the red shaded area (represented by scores of 5 and above with scores 15 and above requiring immediate attention) in the risk matrix in paragraph 3.3. Above this threshold, the Trust will actively seek to manage risks and will prioritise time and resources to reducing, avoiding or mitigating these risks.

Addressing risks

When responding to risks, the Trust will seek to ensure that it is managed and does not develop into an issue where the potential threat materialises.

The Trust will adopt one of the 3 risk responses outlined below:

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|------------------------------|---|
| Assume Treated (or Mitigate) | Counter measures are put in place that will either stop a problem or threat occurring or prevent it from having an impact on the business Or the response actions either reduce the likelihood of a risk developing, or limit the impact on the Trust to acceptable levels. |
| Treat (Transfer) | The risk is transferred to a third party, for example through an insurance policy. |
| Tolerate | We accept the possibility that the event might occur, for example because the cost of the counter measures will outweigh the possible downside, or we believe there is only a remote probability of the event occurring. |

	5	10	15	20	25
	4	8	12	16	20
	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5