

<b>Department:</b> <i>General</i>	<b>Service:</b> <i>education</i>	<b>Reference:</b> <i>1.0</i>
<b>Activity:</b> visitors to McAuley	<b>Site:</b> <i>ALL</i>	
<b>People at Risk:</b> <i>ALL</i>	<b>Additional Information:</b>	
<b>Name of Person Completing Form:</b> <i>MDA</i>	<b>Job Title:</b> <i>H&amp;S</i>	<b>Date:</b> <i>17/05/20</i>
		<b>Review Date:</b>

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
Vehicle movement on site during working hours. (Deliveries from outside companies).	Potential accident	M	<ul style="list-style-type: none"> <li>Area sectioned off at front of school CL as a car park, no access to pupils</li> <li>Two entrances at front of AR not used by pupils as a main entrance / exit. Pedestrian footpath fenced from the road to the main entrance</li> <li>Speed limit 5mph</li> </ul>		
Parent/child pick-ups and drop offs in vehicles.	Potential accident	m	<ul style="list-style-type: none"> <li>There are no areas in school for parents to drop off or pick up pupils at the start and end of school day</li> <li>If a parent is picking up a pupil through request they are to use the car park on CL or designated area at front of main entrance on AR</li> <li>Parents are discouraged from parking outside AR main entrance as this blocks school buses</li> </ul>		
Children riding bicycles on site.	Potential accident	m	<ul style="list-style-type: none"> <li>Children must dismount from bikes on entering the school grounds and lock them safely in designated bike parks</li> </ul>		
Staff parking on site.	Potential accident	m	<ul style="list-style-type: none"> <li>Staff must use designated areas on AR and CL</li> <li>Staff must be aware that pupils are arounds</li> <li>Staff must not exceed speed limit</li> <li>Staff should not exit sites until school buses have left at the end of the school day.</li> </ul>		
Loading and unloading of vehicles: Risk of falling objects.	Potential accident	m	<ul style="list-style-type: none"> <li>Guidelines on handling of heavy loads must be followed</li> <li>Loading and unloading must only be done in designated areas</li> </ul>		

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Reversing vehicles on site.	Potential accident		<ul style="list-style-type: none"> <li>When reversing a vehicle with limited views the driver is responsible for ensuring safety of the public</li> <li>Assistance should be requested if necessary</li> </ul>		
Site works	Potential accident		<ul style="list-style-type: none"> <li>All health and safety checks must be in place before any site works, with appropriate risk assessments submitted</li> </ul>		
Deliveries to reception	Person unknown		<ul style="list-style-type: none"> <li><b>Use of two- way tano system to establish delivery details</b></li> <li><b>Proof of identity if appropriate</b></li> <li><b>Entry permitted through buzzing system only</b></li> </ul>		
Visitors to school	Person unknown		<ul style="list-style-type: none"> <li><b>Use of two- way tano system to establish delivery details</b></li> <li><b>Proof of identity if appropriate</b></li> <li><b>Entry permitted through buzzing system only</b></li> </ul>		
Deliveries to reception	Possible covid -19		<ul style="list-style-type: none"> <li>Small Parcels to be put in the holding area next to reception by the deliverer if possible – 2m distancing</li> <li>Where possible parcels left outside the main entrance away from the doors for collection by caretakers wearing suitable gloves</li> <li>Deliverer requiring signature must be done using safe distancing and not touching any paperwork</li> <li>Post should be handled with gloves, where possible leave for 72 hours</li> </ul>		
Visitors to school	Possible covid -19		<ul style="list-style-type: none"> <li>Visitors must be discouraged from coming into school where possible</li> <li><b>Visitors must remain outside the building until the person they are meeting with arrives.</b></li> <li>Visitors must sign in using their own pens</li> <li>Visitor badges must be made using gloves – red/green lanyards must not be re-used until washed with hot soapy water</li> <li>The visitor must follow social distancing rules and be kept away from pupils if at all possible</li> <li>Parents collecting sick pupils to remain in cars, ring reception on arrival and pupils go to parents</li> </ul>		Look into new contactless methods of signing in for visitors

