



Milton Primary Academy

Risk Assessment for Visitors



This risk assessment should be used in conjunction with the suite of WAT documents, local procedures and relevant DfE guidance.

Assessment conducted by:	Rebecca Bailey	Job title:	Headteacher	Covered by assessment:	
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Date of assessment:	July 2023	Review interval:	Annual	Date of next review:	July 2024
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Related Documents	
WAT Documents: N/A	

Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L



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Risk Assessment - Visitors Milton Primary Academy						
Notes						
Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual Risk HIGH MED LOW	Are Existing Controls Adequate?	
					Yes	No*
Visiting School External Contractors	Pupils Staff	Violence	<ul style="list-style-type: none"> Office staff will verify who visitors are and the reason for visit. Visitors asked to sign into the school and wait in the reception area while the staff member is being contacted. Visitor identification worn at all times and handed back at end of school day. Yellow lanyards will be issued if we have DBS clearance. Red Lanyards identify no DBS and staff supervision is required. New visitors will be informed of the emergency evacuation procedures. 	LOW	YES	
Visiting School Parents	Pupils Staff	Violence	<ul style="list-style-type: none"> Parents are discouraged from visiting the school during school hours unless for a school event or emergency. Where a parent arrives at the academy, they will follow the visiting procedures as follows: <ul style="list-style-type: none"> Name Purpose of visit Name of pupil the visit pertains to/staff member who arranged the visit Sign-in using the visitors' signing in system 	LOW	YES	



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			<ul style="list-style-type: none"> ○ Sign-out using the visitors' signing out system upon departure 			
Unidentified Individuals	Pupils Staff	Violence	<ul style="list-style-type: none"> ● It is the responsibility of all staff members to politely question any individual who enters the academy premises unaccompanied and/or without a clearly displayed name badge. ● Any such visitors will be escorted to the school office where they can sign-in. ● Staff need to politely question any individual on site with a red lanyard who is unsupervised by a staff member. The individual must be escorted to the school office. ● If a visitor cannot be identified, the headteacher (or deputy headteacher in their absence) will be informed immediately. ● If a visitor refuses to report to the school office, or becomes aggressive or abusive, they will be asked to leave the premises and the police may be called to assist. 	LOW	YES	
Presence of general public on site	Pupils Staff Others	Health and Safety	<ul style="list-style-type: none"> ● Visitors will be responsible for their own health and safety and the health and safety of siblings or other children who do not attend the school. 	LOW	YES	