General School - No.16. Visitors Log (List additional hazards, risks and controls using the blank rows and blank template no.55)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Hazards | Is the hazard present? Y/N | Whatis the risk? | Riskrating  H=High  M=Medium L=Low | Controls  (When all controls are in place risk will be reduced) | Is this control in place? | Action/to do list/outstanding controls  \*Risk rating applies to outstanding controls outlined in this column | Person responsible | Signature and date when action completed |
| Person/s on the premises without the knowledge of principal or other staff member |  | Inappropriate access to students, injury, trauma, death | H | Visitors’Log Book at reception where visitors sign in with name, purpose of visit, time and sign out on leaving. Visitors then report to appropriate person  Visitors to wear badge/tag identifying them as accredited visitor |  |  | Principal and secretary |  |
|  |  |  | Ensure that all entrance doors to the school are closed and locked and that visitors must request that door be opened |  |
|  |  |  |  | Door lock controlled, by electronic or other means, by designated person (e.g. school secretary, principal, deputy principal)  The above, or similar protocol, to be agreed, approved by Board of Management, communicated to all employees, students, parents, visitors, implemented consistently and reviewed regularly |  |  | Board, principal, all staff members |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

If there is one or more High Risk (H) actions needed, then the risk of injury could be high and immediate action should be taken. Medium Risk (M) actions should be dealt with as soon as possible. Low Risk (L) actions should be dealt with as soon as practicable.

Risk Assessment carried out by: Date: / /

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