

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	What is the risk?	Risk rating 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	<p>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</p> <p>Visitors to wear badge/tag identifying them as accredited visitor</p> <p>Ensure that all entrance doors to the school are closed and locked and that visitors must request that door be opened</p>			Principal and secretary	
				<p>Door lock controlled, by electronic or other means, by designated person (e.g. school secretary, principal, deputy principal)</p> <p>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</p>			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: / /