

St Thomas Becket Catholic Primary School
Specific Risk Assessment for receiving admission applications

Specific individuals at risk:
<ul style="list-style-type: none"> • Pregnant staff • Individuals who are clinically vulnerable and extremely clinically vulnerable or living with family who are clinically vulnerable and extremely clinically vulnerable • Individuals who are shielding or living with someone who is shielding

RISK RATING	Slightly harmful	Harmful	Extremely harmful
Highly Unlikely	Low Risk	Low Risk	Low Risk
Unlikely	Medium Risk	Medium Risk	Medium Risk
Likely	High Risk	High Risk	High Risk

Activity	Significant hazards	Control measures – reducing the risk	Risk rating
Face to face interaction with parents	Greater chance of virus transmission	Screen installed in Reception foyer Only 1 applicant allowed in office foyer at any one time. Others to remain outside socially distanced.	Low
Transfer of documents from applicants to office staff	Virus transmission through handling paperwork handed in as part of application.	Applicant and office staff to sanitise hands before and after any papers have been submitted and returned (wall mounted sanitiser available in foyer entrance). Completed applications to be stored in box in office and not handled/ filed for minimum of 72 hours.	Low

Photocopying of original documents	Use of photocopier – to copy original documentation	Printer / photocopier in office only to be used for copying returned admission documents. This will be cleaned and disinfected each time it is used for this purpose.	Low
Staffing	Consistency of practice when receiving applications	Only office staff familiar with this protocol to receive admissions applications from prospective parents.	Low

Risk assessment carried out by:	Risk assessment approved by Headteacher / governing body
Name: Signature: Date:	Name: Signature: Date: