



Hardwicke Parochial Primary Academy Governors – Covid-19 Risk and Protection

All governors to follow [5 steps to working safely](#) at all times.

Basic principles for all governors to follow when visiting school.

- No member of the governing board will attend a school if they are demonstrating any signs or symptoms of COVID.
- All governors are more than happy to wear masks when meeting with school staff on site.
- No more than one governor to visit at any one time unless previous agreement obtained via the Head Teacher. All visits must be co-ordinated through the school office for entry in the school diary.

Housekeeping Rules	Risk	Managed by
1. Agree tasks to be undertaken whilst on site before the visit	Reduce risk by reducing time in school and cross contamination of the virus.	Consider carefully before undertaking visit, what tasks must be undertaken in school, and what could be done via Teams, a phone call or prepped before. Ensure you have a 'sponsor' on site, e.g Head teacher who will meet with you
2. Understand school's own RA process for managing visitors	Compliance with school's own policy and reduction of cross contamination of the virus.	Fully understanding schools own risk processes so that risk for everyone is understood and managed. Comply with all risk processes whilst in school.
3. Arrival at school	Cross contamination of virus	Using hand sanitiser before signing in. Do not enter classrooms without prior permission. School Admin staff will advise your sponsor that you have arrived.
4. Throughout visit	Cross contamination of virus	Frequent use of hand sanitiser throughout time in school. Meeting to be an agreed space in school. 1m+ distance to be maintained at all times. Room to be well ventilated. No cross contamination by sharing of resources. Ask for documents to be shared beforehand via email. Do not touch any children's books or other teaching resources. Avoid monitoring in the classrooms while children are in school.
5. Refreshments	Cross contamination of virus	Please take own cup. Please follow school's guidance about use of staff room. Please ensure that you hand sanitise before eating and drinking.