

PREMISES	Risk Assessment Sheet	Ref No	Vision 30
		Date	18 June 2020

Task Description	COVID19 Visitor / Contractor Risk Assessment	Location	School Site	Date of Review	June 2021
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Assessor	Print Name: Paul Bridge	Employee	Print Name:	Equipment or Plant No	
	Signed P. Bridge		Signed		

Persons Affected Individuals or Groups	All site users.
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Hazards/Consequences	Existing Control Procedures	Likelihood (a)	Severity (b)	Residual Risk (a x b)	Priority
<p><i>Risk of carrying contamination into the school.</i> Resulting in minor / major injury, infection or death.</p> <p><i>Risk of contracting virus whilst in school.</i> Resulting in minor / major injury, infection or death.</p>	<p>In addition to the normal Visitor / Contractor Management Procedures which still apply, the following additional measures are being implemented.</p> <p>Where possible meetings should be held remotely.</p> <p>Where working on site is necessary numbers of visitors / contractors should be limited to only those required.</p> <p>Where possible work should be undertaken outside of peak times (This can vary between sites but broadly peak times are Term time, Monday to Friday 8.45am – 3.30pm.)</p> <p>Where this cannot be avoided steps must be taken to minimise the areas accessed and the number of personal contacts which will take place.</p> <p>Suitable welfare facilities will be identified on site. Toilets are regularly cleaned throughout the day. Any breaks to be taken at quiet time to avoid busy areas.</p>	2	4	8	LOW
		2	4	8	LOW

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	<p>Individuals to provide their own food and drink to avoid contamination.</p> <p>As part of the Contractor Risk Review process, updated COVID19 Risk Assessments should be requested from individual contractors and reviewed prior to work commencing.</p> <p>As part of the signing-in process visitors / contractors attention will be drawn to the posters highlighting the steps taken by the Trust to limit the spread of the virus.</p> <p>Anyone displaying symptoms of the virus should not come to site.</p> <p>Wash your hands as you enter the site, using the sanitisers provided.</p> <p>2 metre social distancing to be practiced.</p> <p>Respiratory hygiene - "Catch it. Bin it. Kill it".</p>				
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Rating: Low = 1 – 6, Medium = 8 – 15, High = over 15

Risk Assessment Matrix (Probability and Likelihood Scales)							
Severity Rating	Description	Likelihood rating					
		1	2	3	4	5	6
		Very Unlikely	Unlikely	May happen	Likely	Very likely	Certain or imminent
1	Delay only	<p>The matrix grid consists of 6 rows and 6 columns of cells. The cells are colored as follows: Row 1 (Severity 1) is all green. Row 2 (Severity 2) has columns 1-3 green, columns 4-6 yellow. Row 3 (Severity 3) has columns 1-2 green, column 3 yellow, columns 4-6 red. Row 4 (Severity 4) has column 1 green, column 2 yellow, columns 3-6 red. Row 5 (Severity 5) has column 1 green, column 2 yellow, columns 3-6 red. Row 6 (Severity 6) has column 1 green, column 2 yellow, columns 3-6 red. The labels 'LOW', 'MEDIUM', and 'HIGH' are placed in the center of the green, yellow, and red areas respectively.</p>					
2	Minor injury, minor damage						
3	Lost time injury, illness, major damage						
4	Major injury, disabling illness, major damage						
5	Single fatality, or permanent total disability						
6	Multiple fatalities						

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Hazards/Consequences	Further Control Procedures Required	Implementation Responsibility	Probability (a)	Severity (b)	Residual Risk (a x b)	Priority
As Stated	Carry out a dynamic risk assessment before beginning activity in order to assess for unforeseeable hazards.		As Stated	As Stated	As Stated	

Safe System of work / Method statement (if applicable):