

Premises		Risk Assessment		Ref No	VALT 30
				Date	18/06/2020
Task Description	COVID 19 Visitor / Contractor Risk Assessment	Location	All Areas	Date of Review	18 th June 2020 22 nd August 2020 1 st September 2020 6 th January 2021 16 th August 2021 12 th November 2021 2 nd January 2022 1 st April 2022

Assessor	Print Name: Paul Bridge	Employee	Print Name:			Equipment or Plant No.	N/A	
	Signed:		Signed:					
Persons Affected Individuals or Groups		Caretaker and other associated staff						
		Original Risk Assessment				Revised Risk Assessment with Further Control Measures		
Hazards / Consequences	Existing Control Measures	L	S	R	Further Control Measures Required	Modified		
						L	S	R
<i>Risk of carrying contamination into the school.</i>	In addition to the normal Visitor / Contractor Management Procedures which still apply, the following additional measures are being implemented. Visitors / contractors will only be allowed into school by pre-arranged appointment. Where working on site is necessary, numbers of visitors / contractors should be limited to only those required.	2	4	M	Before arranging an on-site meeting the organiser should review COVID infection rates so they can make an informed decision as to whether it would be safer to hold the meeting online.	2	4	M

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<p>Resulting in minor / major injury, infection or death.</p> <p><i>Risk of contracting virus whilst in school.</i></p> <p>Resulting in minor / major injury, infection or death.</p>	<p>Visitors / contractors will remain in or just outside reception until they can be escorted to their area or work.</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>Social distancing to be practiced where possible.</p> <p>Respiratory hygiene - "Catch it. Bin it. Kill it", to be practiced.</p>	2	4	M	<p>Where possible work within the school should be undertaken out of schools hours to reduce contact and possible COVID transmission.</p>			
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	<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.</p> <p>Any breaks to be taken at quiet time to avoid busy areas. Individuals to provide their own food and drink to avoid contamination.</p>							
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Risk Assessment Notes:

The normal duties of consultation on health and safety matters still apply during the pandemic. Section 2(6) HSWA states:

“It shall be the duty of every employer to consult any such representatives with a view to the making and maintenance of arrangements which will enable him and his employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of the employees, and in checking the effectiveness of such measures.”

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Rating: Low = 1 – 6, Medium = 8 – 15, High = over 15

Risk Assessment Matrix (Probability and Likelihood Scales)													
		Likelihood Rating											
Severity Rating	Description	1	2	3	4	5	6						
		Very Unlikely	Unlikely	May happen	Likely	Very likely	Certain or imminent						
1	Delay only												
2	Minor injury, minor damage							LOW		MEDIUM			
3	Lost time injury, illness, major damage												
4	Major injury, disabling illness, major damage							MEDIUM		HIGH			
5	Single fatality, or permanent total disability												
6	Multiple fatalities							HIGH		HIGH			