

Coronavirus (COVID-19): contractors/visitors in school risk assessment

Academy@Worden

Assessment conducted by: L Finley	Job title: Operations Manager	Covered by this assessment: staff members, pupils and contractors.
Date of assessment: 01/09/20	Review interval: as required	Date of next review:

Related documents
Contractors Policy, Infection Control Policy, Health and Safety Policy, First Aid Policy, Social Distancing Policy Statement, Adverse Weather Policy, Child Protection and Safeguarding Policy, Lone Working Policy, Lone Working Risk Assessment, COSHH Policy, DBS Policy.

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Schools need to ensure that this risk assessment reflects any local guidance and the specific needs of their school. This resource will be kept up-to-date with any new national guidance and changes to current advice.

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Policy and procedure	H	<ul style="list-style-type: none"> Contracted work is carried out in line with all relevant statutory guidance and legislation, including, but not limited to: <ul style="list-style-type: none"> Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) The Health and Safety at Work etc. Act 1974 The Management of Health and Safety at Work Regulations 1999 The Control of Substances Hazardous to Health Regulations 2002 (COSHH) DfE (2020) 'Coronavirus (COVID-19): implementing protective measures in education and childcare settings' All contracted work is undertaken in accordance with the following school policies: <ul style="list-style-type: none"> Contractors Policy Child Protection and Safeguarding Policy Infection Control Policy Health and Safety Policy First Aid Policy Social Distancing Policy Statement Contracted work that must take place outdoors is only undertaken in suitable weather and in accordance with the school's Adverse Weather Policy. The school ensures all contractors are aware of the school's fire management plan, evacuation procedures, and any actions required upon entry to the school premises, e.g. wearing identification badges and signing the visitors' log. The school ensures all contractors are aware of the school's infection control and social distancing measures prior to the work commencing. Contractors only come onto the school site to carry out contracted work as directed – the Operations Manager advises contractors to avoid non-essential visits. 	Y	Headteacher	01/09/20	M

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		<ul style="list-style-type: none"> All contractors adhere to the school's Contractors Policy as well as any policies enforced by their employer. The headteacher and Business ManagerY ensure that all contractors are suitably skilled to undertake the work required. The headteacher and contractors agree on a suitable programme of work, where required. Contractors sign a self-declaration form to confirm they understand the infection control and social distancing measures in place and confirm that they have not experienced coronavirus symptoms, or been in contact with somebody who is experiencing symptoms, in the last 14 days. Contractors who do not, or are unable to, sign the self-declaration form delay their visit for another time. Returning contractors are informed of any changes to the relevant policies and procedures. 				
Infection control		<ul style="list-style-type: none"> Contractors adhere to the school's Infection Control Policy at all times. Posters are displayed around the school to remind contractors to practice good hand and respiratory hygiene. Contractors do not enter the site if they are displaying symptoms of coronavirus – they inform the school of this as soon as possible via telephone. Where required, contractors are designated their own toilets, washing areas and rest areas to minimise social mixing – these areas are disinfected before and after use. All toilets, infection control areas and areas designated for contractors' use have adequate amounts of soap, alcohol-based hand sanitiser, tissues and litter bins. Where there are multiple parties of contractors on site, the headteacher and site manager ensure that all parties can adhere to infection control measures and that adequate infection control provision is in place. 	Y	SM	Ongoing	M

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		<ul style="list-style-type: none"> Contracted work is rearranged or staggered if it is deemed unsafe for multiple parties to be on-site at the same time, e.g. adequate infection control provision cannot be put in place. The headteacher reserves the right to ask contractors to leave the premises if they are not practicing infection control measures adequately. Contractors who become unwell with coronavirus symptoms while on-site are sent home immediately. Where contractors who are displaying symptoms cannot go home immediately, they are asked to self-isolate in a designated area of the school and go home as soon as possible. Areas that have been occupied by symptomatic contractors are cleaned and disinfected as soon as possible. 				
Social distancing		<ul style="list-style-type: none"> Contractors adhere to the school's Social Distancing Policy Statement at all times. Contractors' employers communicate with the school regarding any contractors who are considered clinically vulnerable – the headteacher ensures stringent social distancing measures are in place to protect these individuals. Contractors arrive at the school outside of teaching hours, where applicable, to mitigate the risk of mixing with pupils and parents. A full itinerary is sent to contractors before the work commences, outlining where the required work will take place, the work that will be carried out, a suitable arrival route, and times that movement around the school will be restricted, e.g. pupils' breaktimes. Arrangements to minimise mixing are put in place for contractors who are delivering lessons or educational material, e.g. staggering lesson times and assigning them a cohort of pupils. The Site Manager communicates with contractors who are delivering regular education regarding what procedures they must follow, in line with the 	Y	OM	Reviewed	M

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		<p>guidelines set for other members of teaching staff, e.g. staggered break times.</p> <ul style="list-style-type: none"> Where contractors must work in groups in order to complete the work, group size is limited to minimise the risk of spreading potential infection, where it is safe to do so. Contractors work out of hours to limit contact with staff and pupils 				
Safeguarding		<ul style="list-style-type: none"> Contractors' employers provide the Business Manager with details of the contractors who will be working at the school. The Business Manager confirms all contractors' identities prior to the work commencing. Contractors provide proof of qualifications or competency, where required. The Business Manager requests details of contractors' most recent DBS check where one is required to undertake the work. Contractors and pupils are kept apart to minimise the risk of harm. Contractors undertaking regulated activity are supervised, where required – contractors who require supervision are never left alone with pupils. A safeguarding incident reporting procedure is in place. Access to the school premises is restricted to identified contractors only, e.g. those wearing school-issued visitor badges. Contractors wear any relevant identification at all times while on the school premises. Staff are informed to report to the Business Manager immediately if contractors cannot be identified. The school reserves the right to terminate or delay contracted work if contractors' activity poses a risk to staff or pupils' health and safety, or their own health and safety, e.g. unsafe lone working. The school reserves the right to deny contractors access to the school if they cannot be identified. 	Y	BM	Ongoing	MY

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Lone working		<ul style="list-style-type: none"> Contractors adhere to the school's Lone Working Policy and any relevant lone working policies enforced by their employer. A trained first aider remains on site while contractors undertake lone work – the identity of the first aider is made known to all lone-working contractors. Lone-working contractors have the necessary equipment to assist with lone working – equipment is in working order. 	Y	Contractors	Ongoing	M
Health and safety		<ul style="list-style-type: none"> The school's Health and Safety Policy is adhered to at all times. Where necessary, additional risk assessments are carried out relating to specific activities that pose an increased risk. Working areas are clearly identified using signage and cordoned off to mitigate the risk of injury to pupils and staff members, where necessary. Contractors wear suitable clothing to carry out the work, including PPE if required, e.g. work helmets. Contractors who are required to deliver intimate care to pupils, or to provide care to pupils showing symptoms of coronavirus where a distance of two metres cannot be maintained, are provided with adequate PPE. Contractors take adequate breaks. All equipment used to carry out contracted work is in working condition and stored safely where it is not accessible to pupils. Work undertaken by contractors does not compromise fire safety or evacuation routes. Broken or faulty equipment is not used. Any substances used to carry out the work are handled, stored and labelled in accordance with COSHH regulations and the school's COSHH Policy. All waste is removed from the work area after each work day. An accident reporting procedure is in place. Serious workplace incidents and accidents are reported to the HSE, in accordance with RIDDOR. 	Y	All Contractors	Ongoing	H

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All Agency Staff, Visitors and Parents transmitting infection/catching Covid19		<ul style="list-style-type: none"> • All visitors must sign a declaration of health before entering the building • Masks must be worn and social distancing must be adhered to • Schools staff to follow Covid guidelines re social distancing and wearing masks • Visitors must use hand sanitisers on entering the main school building • All pupils adhere to the Covid 19 procedures during the school day • Pupils have been monitored whilst in class • Bubbles have been instigated to segregate year groups • Staff have all the relevant PPE equipment • Visitors may request additional PPE equipment depending on the appointment • Regular cleaning around the school in all areas • Concerns re hygiene issues are reported immediately 	Y	All staff	Ongoing	M