

PREMISES	Risk Assessment Sheet		Ref No	Vision 30
			Date	10 <sup>th</sup> June 2020 22 August 2020

Task Description	COVID19 Visitor / Contractor Risk Assessment	Location	School Site	Date of Review	August 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>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>Visitors / contractors will only be allowed into school by pre-arranged appointment.</p>	2	4	8	<b>MEDIUM</b>
<p><i>Risk of contracting virus whilst in school.</i> Resulting in minor / major injury, infection or death.</p>	<p>Where working on site is necessary, numbers of visitors / contractors should be limited to only those required.</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</p>	2	4	8	<b>MEDIUM</b>

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	<p>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><b>In Secondary &amp; 6<sup>th</sup> Form schools, face masks must be worn whilst moving around site or working in communal areas.</b></p> <p>Respiratory hygiene - "Catch it. Bin it. Kill it", to be practiced.</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.</p>				
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	Any breaks to be taken at quiet time to avoid busy areas. Individuals to provide their own food and drink to avoid contamination.				
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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						
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):