

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 1 st September 2020 16 th August 2021	22 nd August 2020 6 th January 2021

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> Resulting in minor / major injury, infection or death.	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	Following the governments advice that the new strains of COVID 19 is more virulent / transmissible, face masks must be worn by Contractors & Visitors at all times whilst on the school site.	2	4	M

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<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>	2	4	M				
	<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>Face masks are no longer mandatory, but may be worn in corridor and communal areas if an individual chooses or this is stipulated within their own business risk assessments.</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	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>LOW</p> </div> <div style="text-align: center;"> <p>MEDIUM</p> </div> <div style="text-align: center;"> <p>HIGH</p> </div> </div>					
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						