

Risk Assessment – Contractors COVID-19

(please note this is a live document and regular updates/changes may be needed following government advice, please amend accordingly)

Title of risk assessment	Contractors Infectious Diseases COVID-19	Date of Assessment	1st June 2020
Name of Assessor	Carl Warburton (updated 15/07/2020)	Location	Ormiston Horizon academy
Who may be affected?	See below		
Description of activities	Work carried out by contractors on academy sites		

Hazards	Who can be harmed	Existing Controls and Working Practices	Estimated Risk following controls (S x L = Total)			Additional Control Measures	Actions (Who, Due Date)
			Severity	Likelihood	Total		
Access and egress	Staff, and contractors	<p>Visitors are asked to have proof of a negative lateral flow test, taken within the last 24 hours. If unable to provide this, then an LFT will be provided to test prior to fully entering the academy.</p> <p>Social distancing takes place, adhering to a 2 metre distance, where possible.</p> <p>Face masks to be worn at all times.</p> <p>School have names of individuals and companies beforehand to check they are essential contractors</p>	3	3	9	<p>Measures are clearly in place on the way in to the academy and in the reception area.</p> <p>A glass screen has been inserted around reception and an intercom system is also in place.</p>	<p>Reception staff</p> <p>CWW</p>

Hazards	Who can be harmed	Existing Controls and Working Practices	Estimated Risk following controls (S x L = Total)			Additional Control Measures	Actions (Who, Due Date)
			Severity	Likelihood	Total		
		<p>All contractors must wash or hand sanitise their hands before entering or leaving the site.</p> <p>Job does not commence unless a Covid-19 risk assessment from the contractor has been provided and approved by Manager on shift.</p> <p>Premises induction takes place with contractor(s) explaining site rules for Covid-19.</p> <p>Work appointed by Bellrock contractors risk assessments are vetted by Bellrock.</p> <p>Common areas used by contractors are cleaned on a regular basis such as reception/toilets including turnstiles, entrance doors, delivery point areas.</p> <p>Alternative access and egress routes are used where possible to minimise contact with people and surfaces.</p> <p>Site staff periodically check contractors are following the control measures stipulated.</p> <p>Risk assessment is used in conjunction with the contractor checklist.</p>				Hand sanitiser and signage has been installed in reception and in various prominent areas of the academy.	CWW
Poor hygiene practice	Staff and contractors	Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are supplied in all toilets and kitchen areas.	3	3	9		CWW

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		<p>Additional hand washing facilities are made available.</p> <p>Waste bins are available by all washing facilities and regularly disposed of by staff.</p> <p>Toilet and wash areas are sanitised regularly, particularly handles on doors, and toilet flush.</p> <p>Toilet areas operate social distancing – one-in-one-out system.</p>					
Ill health	Contractors	<p>Staff are informed of the symptoms of possible coronavirus infection, eg a cough, difficulty in breathing and high temperature and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <p>If employees of contractors display any of the above symptoms they are duty bound to stay off work and remain at home, following the guidance on testing and self-isolation.</p> <p>If symptoms are displayed on site, contractors are sent home and advised to follow the guidance on testing and self-isolation and not to return to site until either a negative result has been obtained or the self-isolation period has passed.</p> <p>Areas where contractors are working are cleaned in line with government guidance.</p> <p>First Aid – requirements of treatment for contractors, designated contract FA lead and</p>	5	2	10	This is done when any contractors come in to the academy	CWW

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			Severity	Likelihood	Total		
		procedures in place to deal with emergencies/welfare contractor employees.					
Eating arrangements	Contractors and staff	<p>Contractors must reduce travelling as much as possible and stay on site. They should only leave site in an emergency or to collect supplies.</p> <p>Contractors are told to bring their own lunches onto site and to avoid leaving the site unnecessarily.</p> <p>Dedicated eating areas are in place and times are staggered to reduce any areas becoming congested. Workers maintain social distancing while eating lunch or having breaks.</p> <p>Tables are cleaned after each use.</p> <p>All rubbish is disposed of by the worker in dedicated bins provided.</p> <p>All catering/established eating areas are thoroughly cleaned once lunch breaks are over. This includes tables, chairs, door handles, vending machines (if applicable) and surface areas.</p> <p>Individual items like kettles are not permitted on site.</p> <p>Where water is provided on site - measures are in place to ensure taps etc are cleaned regularly.</p>	5	2	10		CWW

Spread of infection	Staff and contractors	<p>Single use PPE must be used where possible and disposed of in allocated waste bins. If reusable PPE is used, this is not shared with co-workers and not left lying around.</p> <p>Stairs should be used rather than lifts.</p> <p>Work is planned to minimise contact with co-workers and academy staff.</p> <p>Where possible, areas should be isolated/secure where contractors are operating.</p> <p>Daily site meeting should take place outside where possible.</p> <p>School staff are aware of the Covid-19 risk assessment and follow all the latest PHE guidance.</p>	3	3	9		CWW
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Acknowledgements & Signatures

Risk Assessor: By signing this risk assessment, I acknowledge my responsibility as the Risk Assessor for conducting this risk assessment.		Management: By signing this risk assessment, I acknowledge my responsibility as the department management for reviewing and approving this risk assessment and communicating controls and any improvements to staff.	
Risk Assessor Name and Signature <i>Carl Warburton</i> <i>Nicky James</i>	Date: 04/06/2020 04/01/2022 (updated)	Manager Name and Signature: <i>Andy Fitzgibbon</i> <i>Andy Fitzgibbon</i>	Date: 04/06/2020 04/01/2022 (updated)
Review date: Weekly			

Guidance

Severity of Harm from this Hazard

- Total Estimated Risk = Severity x Likelihood
- Hazards with significance factors equal to or greater than 16 or a Severity Rating of 4 or 5 warrants the use of additional controls and an action plan that has been reviewed

Score	Severity / Consequence	Effects
1	NEGLIGIBLE	Negligible injury or health implications with no treatment or first-aid only. .
2	MINOR	No-Lost Time Injury(ies) and no chronic effects, but treatment beyond first aid may be required.
3	MODERATE	Person suffering Lost Time Injury, RIDDOR, hospital treatment or job restriction/business affected by outbreak
4	SERIOUS	Illness resulting in time off work long term/ill health
5	MAJOR	Fatality

Likelihood of Potential Exposure to this Hazard

Score	Definition
1	Little or no chance of occurrence; would require an extraordinary combination of factors for the situation to result.
2	Not likely to occur in normal circumstances
3	Possible when additional factors are present but otherwise unlikely to occur.
4	Such an event is known to have occurred and is likely to re occur.
5	Almost inevitable that an incident would result / occurs frequently

Risk Rating

Severity / Consequence

		1. Negligible	2. Minor	3. moderate	4. Serious	5. Major
Likelihood	1. Very unlikely	1	2	3	4	5
	2. Unlikely	2	4	6	8	10
	3. Possible	3	6	9	12	15
	4. Likely	4	8	12	16	20
	5. Probable	5	10	15	20	25

Rating Bandings		
Low risk (1-6)	Medium Risk (8-12)	High Risk (15-25)
Continue, but review periodically to ensure controls remain effective	Continue, but implement additional reasonably practicable controls where possible and monitor regularly	STOP THE ACTIVITY- Identify new controls. Activity must not proceed until risks are reduced to a low or medium level