



The Crossley Heath School Risk Assessment

Areas to be assessed: Contractors/Visitors to school site during Covid-19

Assessor: Paula Oldroyd/Mike Bunn

Date of Assessment: July 2020

Whose Affected	Contractors/Visitors
RA No:	RA17
Reviewed:	Oct 2020 Sept 21 Jan 2021 Mar 2021

Hazards/Activities	Control measures
Parents/visitors carrying virus touching areas that staff use whilst visiting via reception.	<ul style="list-style-type: none"> • Reception will now accept limited visitors. • Essential meetings only conducted on the premises. Remote meetings to continue wherever possible. • Visitors to school for attendance at essential meetings will be asked to complete a Visitors Health Questionnaire on arrival. • A member of school staff will meet the visitor at reception and escort them to the Meeting Room. A face covering should be worn and a 2m distance always maintained. • School staff will check that the designated meeting room has appropriate ventilation before use. • Parents informed that first point of contact is to email or ring the school instead of face to face. • Staff to contact parents via email or phone. • Drop off/pick up points and times to be notified to parents before re-opening. • Parents informed not to come on site and remain outside the premises in their cars. • Children to enter the school via Languages and Arena doors – bubbles no longer in place. • Hand gels and wipes to be provided on the main entrance into the school. • Plastic screens to remain in place around the reception desk area.
Face Coverings	<ul style="list-style-type: none"> • Visitors are still required to wear a face covering in communal areas on site unless government or local guidance states otherwise. • Those who rely on visual signals for communication may remove their mask where a room has good ventilation in operation. • In meetings where Face Coverings are removed, the room should be well ventilated and a 2m distance should be maintained at all times.
Delivery drivers carrying virus touching areas that staff use whilst delivering parcels	<ul style="list-style-type: none"> • Deliveries to be contactless where possible. • All deliveries to go via the back entrance to the work yard. • Site staff to maintain 2 metre distance from courier and not manually sign for delivery – provide name instead. • Gloves should be worn when moving handling parcels to destination.

	<ul style="list-style-type: none"> • Staff opening parcels should either wear gloves or wash hands immediately after removing packaging.
Contractors bringing virus to school site.	<ul style="list-style-type: none"> • A schedule for any contractor visits to be agreed in advance. • Site staff to call contractor beforehand to identify if anyone is symptomatic or whether anyone has been symptomatic in the setting within the last 72 hours.
Contractors contracting virus whilst working at premises.	<ul style="list-style-type: none"> • Risk assessments obtained from contractor organisation on their Covid-19 protocols for working at school site. • Site staff to ensure 2 metre distancing is maintained. • Site to cordon off work area if near any other provision taking place at school. • Contractor to be escorted (at 2 metres) to identified bathroom facilities if required. • Contractor to wash hands onsite or use hand sanitiser. • Contractors to adhere to respiratory control measures, e.g. cough/sneeze in arm/tissue (catch it, bin it, kill it) • Consider if PPE is necessary depending on the location, activity and companies' own risk assessment. • Limit touching high contact points. • Aspects relating to COVID to be included in the contractor rules for the school.