



Selwood Anglican/Methodist Middle School (491)

Risk Management - Assessment Report

Risk Area: COVID-19
Assessment Framework: Covid 19 (Coronavirus) Contractors or essential visitors on school site
Work Area or Activity: COVID - Contractors or Essential Visitors on school site
Competent Person: Sadie Widlinski
Groups Affected: All staff
Notes:

Updated following latest guidelines

Amended following updated guidelines

This is a review of an assessment carried out on 05/06/2020

This is a review of an assessment carried out on 09/06/2020

This is a review of an assessment carried out on 13/07/2020

This is a review of an assessment carried out on 11/09/2020

This is a review of an assessment carried out on 11/09/2020

This is a review of an assessment carried out on 29/09/2020
08/03/2021

Assessed on:

To be Reviewed on:

What are the Hazards?	What is already being done?	Is this considered satisfactory?
Have you completed the relevant Risk Assessment to have contractors or essential visitors to the site? This Risk Assessment framework covers contractors and visitors in relation to Covid 19 only. Frameworks such as Contractors inside school building, Contractors on School Premises etc can be found in the Risk Areas Primary General and Secondary General.	Yes, completed as required. Shared in P drive Covid Risk Assessment.	Yes
Do you ensure contractors and visitors are recorded when coming on and leaving the site?	Yes in reception, dedicated signing in sheet and stickers issued, lanyards are not in use at this time. Information collected for track and trace, kept for 21 day.	Yes

Do you ensure contractors and visitors do not go anywhere on the school site where they do not need to be?	Yes, controlled by Premises Team in usual way. A full discussion takes place prior to any visits to the school to ensure all are aware of the COVID safety measures.	Yes
Have you considered placing hand sanitiser at reception which contractors and visitors must use upon entry?	Yes, Hand sanitiser is available in reception, all classrooms, corridor entrances and communal areas & staff are provided with a personal bottle for their own use.	Yes
Do you ensure contractors and visitors do not come on to the school site if they or anyone in their household has experienced any symptoms of Covid 19 in the last 14 days? Symptoms include: cough, fever, breathing difficulties and chest pain.	Yes, checked beforehand, when organising the visit. Contractors also informed that if any changes prior to the visit they must not send any contractors into the school. No unnecessary face to face meetings are held in school. Contractors & all visitors to the school are asked to wear a face mask. (unless exempt)	Yes
Where possible do you ensure contractors and visitors keep the minimum distance of 2 meters separation at all time?	Yes, must maintain the 2m distancing rule. All visitors and contractors to site are asked to wear face masks during their visit. If school staff are required to assist contractors this would be discussed & arranged in advance & full PPE will be worn.	Yes

Sadie Widlinski

Signed

Dated

Co-ordinator

Signed

Dated

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