

Covid-19 Contractor Checklist

For completion by all contractors ahead of attendance at any Cidari site

Cidari | All Academies | Internal

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Contractor/ Company name	
Person providing this information	
Type of work being undertaken	
Area(s) contractor requires access to	
Date(s) contractor on site	

A – Specific Hazards

Hazards specific to the task	
Hazards specific to the premises	
Who may be harmed?	


B- Assessment Checklist

Information	Yes	No	N/A
Have your employees been advised on the latest government guidance on COVID-19, including what to do if they become ill?			
Have your employees received appropriate training in minimising the transfer of COVID-19 at work?			
Do you have a Covid-19 Policy*			
Have any of your employees developed symptoms associated with COVID-19, tested positive or been instructed to self isolate in the past 14 days.*			
Are details available of who will supervise the contractors in the school to ensure good hygiene practices are observed?*			
Personal protective equipment (PPE)	Yes	No	N/A
Are there any PPE requirements in the academy required to protect vulnerable			

persons?*			
Have you consulted on your Covid-19 arrangements with trade unions, and if so do your Covid-19 working arrangements meet their requirements?*			
Are you following the advice and guidance of a professional body.*			
Can you confirm that all insurances are in place to cover this activity within the context of Covid-19 working practices.			
Have you carried out a risk assessment for this particular activity in our setting?			
Welfare	Yes	No	N/A
Are there suitable handwashing/welfare facilities available for contractor use?			
Are there suitable waste facilities for disposal of single-use PPE worn by contractors?			
Is there a suitable area for contractors to take rest breaks?			
Academy arrangements	Yes	No	N/A
Is any of the work being done outside the school to minimise exposure time?			
Can the work be moved outside or to a location where there are minimal persons?			
Can barriers be used around the work area to maintain a safe distance between contractors and others in the vicinity?			
Are there any areas in the school that contractors need to avoid?*			

C- Further information (if applicable)

Details of employees tested positive, instructed to isolate or symptomatic in the past 14 days (do not give identifiable information).	
Details of Union Consultation.	
Details of specific PPE requirements to protect vulnerable people in the school.	
Professional Body.	
Areas in school identified to avoid.	



D- Provided supporting documentation (if available)

Covid-19 Policy	
Risk Assessment	
Method Statement	
Other Documents	

E: Risk & Actions**Tick**

High Risk	Fatal or major injuries or irreversible health effects to one or more people are highly probable.	
Medium Risk	Serious injury or ill-health effects are possible.	
Low Risk	Minor injury or reversible minor health effects may occur.	
Insignificant	The activity presents no greater risk than those associated with life in general.	

F: Actions required before approval to attend site**Tick**

Action	Who	Completed (Evidenced by Cidari Signature)

G: Declarations

Cidari	<ul style="list-style-type: none"> I have assessed the risk and mitigations in place for this contractor and agree that they are permitted to attend site for the purposes outlined in this document. 	Signed: Print:
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	<ul style="list-style-type: none">• Cidari commits to informing any contractors immediately of any positive COVID-19 cases meeting close contact criteria that develop within 7 days of attending site.	Date:
Contractor	<ul style="list-style-type: none">• I/we confirm that the information provided on this document are true.• I/we will notify the Academy immediately of any requirement to change the scope of the works outlined in this document.• I/we commit to informing the Academy immediately of any positive COVID-19 cases that develop within 7 days of an employee attending site.	Signed: Print: Date:

