

COVID-19 Risk Assessment – Contractors and Visitors

Company name: Framlingham College Assessment carried out by: Andrew Payn, Operations Director

Date assessment was carried out: 5th November 2020

Whilst the school is operating during the COVID-19 pandemic and especially during the second lockdown that came into force on 5th November 2020, the general rule is that no visitors are allowed onto the site or into the buildings unless it is operationally essential. For this reason, no parents are permitted to enter any buildings but there may well be a requirement for visitors and contractors to gain access to the site. This should be avoided if possible and meetings and other communication should take place by phone or online if practical.

This Risk Assessment (RA) is in place to ensure that any visitors and contractors requiring access to the site are fully aware of the protective measures in place to minimise the risk of any possible spreading of the virus and to keep College staff and students safe. This RA will be made available to all visitors and contractors, many of whom will also have their own RAs, and will be monitored to make sure that what we have put in place is working as expected.

It applies to both the Senior and Prep School sites, including the private grounds.

More information is available on [working safely during the coronavirus outbreak](#).

HSE's [core guidance on managing risk](#).

The RA was reviewed and updated on the following dates:

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What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
<p>Getting or spreading coronavirus by not washing hands or not washing them adequately</p>	<p>Staff Students Contractors Drivers making deliveries or collections Visitors</p>	<ul style="list-style-type: none"> - Hand sanitiser is available at all entrances with signs to remind people to use it. - The Senior School Main Entrance has a sensor door opener. - There are soap and drying facilities at wash stations. - There's a legal duty to provide welfare facilities and washing facilities for visiting drivers if requested. - Information is provided on how to wash hands properly and posters displayed. - Hand sanitiser is available around the school when people can't wash their hands 	<p>Domestic staff are available to monitor these outlets and replenish soap and sanitiser as required.</p> <p>Toilets and hand washing stations are clearly signposted</p> <p>Signs are in place to remind people to wash their hands</p>	<p>Domestic Manager</p>	<p>Ongoing</p>

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
<p>Control of Visitors and Contractors</p> <p>Getting or spreading coronavirus in common use such as corridors, toilet facilities, entry/exit points to facilities, lifts and other communal areas</p>	<p>Staff</p> <p>Students</p> <p>Visitors</p> <p>Contractors</p> <p>Drivers making deliveries or collections</p>	<p>All visitors and contractors are required to advise of their proposed visit in advance. This must be approved by the host who is clearly identified.</p> <p>The contractor or visitor is sent a copy of this RA in advance to make them aware of the protective measures in place.</p> <p>The contractor is asked to provide their company's RA, if available and applicable.</p> <p>Reception is advised of the date and time of their arrival. They must remain at Reception until the host member of staff arrives.</p> <p>On arrival all visitors and contractors must:</p> <ul style="list-style-type: none"> • Be wearing a suitable mask • Hand sanitise • Agree to a temperature check • Book in and wear a Visitor lanyard 	<p>Monitoring and supervision to make sure people are following controls put in place, eg following hygiene procedures, washing hands, following one-way systems</p> <p>Near-miss reporting will also help identify where controls cannot be followed or people are not doing what they should</p>	<p>Staff Host</p> <p>Reception</p> <p>Staff Host</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

		<p>Visitors and Contractors must remain escorted at all times, unless it is impractical or the nature of their work is assessed by the host as allowing unescorted access. Usual safeguarding regulations for all visitors still apply.</p> <p>Visitors must wear a mask at all times when inside the College buildings and encouraged to wear one when transiting between buildings.</p> <p>Visitors must book out from their point of entry.</p>		Staff Host	Ongoing
			Staff Hosts are to ensure this takes place.		

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
Contracting or spreading the virus by not social distancing	Contractors Visitors Delivery drivers	<p>Ensure that all visitors adhere to the social distancing requirements of maintaining 1M+ separation at all times.</p> <p>All visitors to keep apart where possible with social distancing rules in the first instance. This includes:</p> <ul style="list-style-type: none"> • using marker tape and stickers on the floor • one-way systems • holding meetings virtually rather than face-to-face if possible 	<p>Arrangements are in place to monitor and supervise visitors to make sure social distancing rules are followed</p> <p>Signage is displayed and information communicated to visitors explaining what they need to do to maintain social distancing</p>	Staff Host Ops Director	Ongoing Ongoing

		<ul style="list-style-type: none"> • Only well-ventilated suitable meeting venues used and immediately cleaned afterwards • number of visitors limited on site at one time • Deliveries taken to Goods In area and contactless handover undertaken • Empty spaces in the building are used for additional rest break areas or meeting spaces where safe to do so • Parking allowed in wider areas and or controlling parking spaces 			
Not wearing of PPE personal protective equipment (PPE)		<p>There are a very limited number of settings where PPE is needed for protection from coronavirus, eg healthcare. Usual PPE is to be worn by contractors as required.</p> <p>Visitors and contractors are required to provide their own PPE.</p>	Visitors and contractors not permitted entry to site if not wearing appropriate PPE.	Staff Host	Ongoing

<p>Individual shows COVID Symptoms</p>	<p>Visitors Contractors</p>	<p>College COVID Risk Assessment measures for individual showing symptoms would apply. Individual isolated in Clarke Martin Reading Room or Fowler Meeting Room whilst FC contacts their family, colleague or company to arrange their departure from site.</p> <p>Domestic arrangements are in place in FC Risk Assessment to clean areas occupied by someone who has developed symptoms of coronavirus in work</p>	<p>Contact maintained with individual to check results of subsequent COVID test to see whether follow-up isolation action required.</p> <p>Availability of Domestic staff and Cleaning Materials</p>	<p>Staff Host Senior Deputy Head</p> <p>Domestic Manager</p>	<p>Ongoing</p> <p>Ongoing</p>
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