



Operations Department – Risk Assessment

Title of Risk Assessment / project /activity CONTRACTORS ON CAMPUS – DURING COVID-19			
Location Ladywell Convent Campus & La Verna	One off project Start / end date / Ongoing day to day activity (please specify) Ongoing		
Brief description of Hazard (or attach procedure/safe systems of work, who and what?) Using external contractors for work in and around Ladywell Campus and La Verna Care Home			
Consequence	Control measures	Residual risk Score <small>Likelihood x consequence</small>	
Risk of passing virus onto vulnerable Residents Potential Fatality	Contractors must not visit the Ladywell site if they have any symptoms of Covid-19: Fever, dry, persistent cough or loss of taste and smell. Please communicate with relevant Head of Department via telephone or email. Prior to commencing any work on site: Sign in at main convent front door – ring doorbell for assistance Must be met by a member of staff/relevant Head of Department. Temperature will be taken and recorded plus instruction on all Infection Control measures in place, location of hand sanitising station and correct use of PPE e.g. gloves and masks, plus regular handwashing or use of hand sanitiser Clear Signage and directions to be given. New Contractors not to be left unattended until inducted and familiar with geography of campus Given a copy of Risk Assessment and must provide own Contact with Residents to be kept to an absolute minimum	VERY HIGH	HIGH
		LOW	MEDIUM
		LOW	HIGH

	Constantly maintain Social Distancing of 2 meters	HIGH
	Toilet facilities will be made available, as directed, and must be sanitised with Milton/antibacterial spray/wipes (provided), after every use. On site Housekeepers will be cleaning toilet facilities twice a day.	HIGH
	No Welfare Facilities are provided for contractors so, should a hot drink be required, please bring in own Thermos. Bottled water will be available. Meal breaks to be taken outside or in own vehicles.	LOW
	Advise client that you are leaving and sign out	MEDIUM

Personal Protective Equipment required [*eye/face protection, respiratory protection, gloves, lab coat etc*]

PPE to be worn as required for the job in hand
Surgical Masks and Gloves available, if required

Emergency Instructions, including Signage & First Aid

Signage to Staff Only Toilet and Handwashing/Sanitising Stations
Cordon off working area

Any special monitoring required [*e.g. hearing test, vibration monitoring, health surveillance, periodic review of area*]

Regular monitoring of contractors whilst working to ensure contact with staff and residents is kept to a minimum

Feedback to be offered to the risk assessor to determine if improved control measures required for future contractor visits

Further control measures required? Is there a discussion required at Info meeting with Sisters?

If yes, list with actions.

N/A

Biological/Laser/Radiation Approval [*requires relevant Specialist Safety Officer signature and date*]

Biological – Clinical Nurse to check clinical content of risk assessment prior to distribution.

Out of hours/Lone working?

N/A

Signature to confirm that this is a suitable and sufficient assessment of risk and that stated control measures are in place. This risk assessment should be reviewed if additional risks not covered in this assessment are identified or if there is any reason to indicate that the control measures are insufficient.

Name of Assessor Andy Murray Email: andymurray@ladywell.org.uk	Signature	Date 26/05/2020
Name of Department Head Grant Sutherland	Signature	Date 26/05/2020
		Review Date 26.6.20