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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **School Name:** |  | | | | | | | | | |
| **Activity Description:** | **Contractors visiting site** | | | | | | | | | |
| **Person Completing:** |  | | | | | | | | | |
| **Hazards** | **Who is at risk?** | **L** | **S** | **Risk**  **(L\*S)** | **Current Control Measures** | **L** | **S** | **Risk**  **(L\*S)** | **Additional Requirements** | **Timescale** |
| Injury to contractors or others through their work. | Contractors  Staff  Pupils |  |  |  | Contractors must supply a copy of their Risk Assessment and H&S policy before working onsite.  Contractors will use designated entrance/exit points to the site.  Where contractors need to bring vehicles on to site, this will be done wherever possible outside of pickup & drop off times. All vehicle movements will be controlled by a competent person.  The school has a permit to work system in place.  Contractors must provide COSHH information for any harmful substances used on site.  The contractors must have suitable emergency procedures in place, including controlling the risk of fire presented by their work.  The school will review their escape routes while works are taking place on site, to ensure they are still safe to use.  Contractors will display adequate signage notifying of all hazards.  For larger projects (over 30 days or 500 person days), the Construction, Design and Management Regulations (CDM Regulations) must be adhered to.  Head Teachers retain the responsibility to stop work being carried out on site if it poses a risk to the occupants of the school.  Where possible, work will take place away from areas where it may cause disturbance to Staff or Pupils, or take place outside of school opening hours.  Where work sites are not already separate from pupil accessible areas, they will be suitably separated by fencing. |  |  |  |  |  |
| Injury to contractors or others due to school processes. | Contractors  Staff  Pupils |  |  |  | All contractors will be shown the asbestos register upon entry to the site and will sign upon reading.  All contractors will be fully briefed in the schools procedures for fire safety, first aid and safeguarding.  The school will share a copy of its Health & Safety Policy with the contractors.  The school will make contractors aware of any hazards they may identify which could impact their safety.  Alternative entry & exit routes, including emergency exits, will be recorded and communicated to staff and pupils where necessary, for example if part of the site becomes inaccessible while contractor are working. |  |  |  |  |  |

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| Initial Assessment  Review Date | **Risk Assessment assessed, reviewed by the following competent person:** | **Tasks and control measures reviewed by the Governing Body:** |
| Name  (PRINT) |  | Name (PRINT): |
| Signature: |  | Signature:  Date: |
| Next Review Date: | Your workplace will change over time. You are likely to bring in new equipment, substances and procedures. There may be advances in technology. You may have an accident or a case of ill health.  You should review your risk assessment:   * if it is no longer valid * if there has been a significant change | |