

### Example Risk Assessment for Contractors in the Workplace

Remember to follow a set process for risk assessing the transmission of COVID-19 in the workplace.

Eliminating the risk should be your first option (for example by rescheduling the work to a further date) if this is not possible you need to reduce the risk (for example by reducing the time and frequency). You should redesign work to ensure that staff can maintain physical distancing. For more information about this go back to our ['Risk Assessment for COVID-19'](#) guide.

What are the Hazards	Who might be harmed	Current controls	Additional controls required	Action by whom	Action by when	Done
Spread of COVID-19 Virus	Staff, visitors, contractors, service users, members of the public.	<p><b>Managing Interaction</b> – Routine arrangements for visits to the workplace</p> <p><b>Maintaining Social Distance and Hygiene</b> – None for social distancing. Normal handwashing, welfare and sanitary facilities provided. Routine workplace cleaning in place.</p> <p><b>Using contractors</b> – Routine arrangements for appointing contractors.</p>	You will need additional control measures, for examples. See below.			

### Using Contractors

You are likely to need to give contractors access to your workplace to carry out work to allow it to operate effectively and safely. Ideally this should only be for essential purposes. In such cases, you should take the following steps to manage their visits:

- Inform contractors before they carry out work and also on arrival not to attend the premises if they or any members of their household have experienced COVID-19 symptoms within the past 14 days.
- Before work is carried out, agree with contractors the task they will carry out, how they will carry it out, when they will arrive and how they will inform you of their arrival e.g. by text or phone call.
- Arrange visits at times when fewer people will normally be present to reduce interaction and overlap where possible e.g. early in the morning or at night.
- Explain the measures you have in place to reduce risks, particularly relating to transmission of COVID-19, including social distancing and general hygiene and agree with contractors that they will follow them.
- Cooperate and coordinate with the contractor on both of your work activities to allow them to be carried out safely and to reduce risks.
- Advise contractors to inform a member of staff if they experience any COVID-19 symptoms on site so that arrangements can be made for them to leave the site safely.
- Inform your staff of the control measures you have in place to protect them from any risks and how to raise any concerns if needed.
- Ensure contractors are aware of this information on arrival as appropriate, particularly the job remit and work method. Remind them to maintain 2 metres social distancing from others and the hygiene measures they are expected to follow.
- Provide contractors with access to hand cleaning facilities at entrances and exits and additional facilities throughout the workplace (such as pop-ups). Soap and water should be used wherever possible, or if they are unavailable hand sanitisers, ideally with non-touch dispensers.
- Encourage contractors to regularly wash their hands, clean surfaces and follow respiratory hygiene when and after coughing and sneezing.

## Risk Assessment Example for COVID-19

- Ideally one contractor should carry out the task where possible. If not:
  - Use fixed teams, so the same pair/team of contractors work together, particularly where additional visits are required.
  - Ensure social distancing between contractors and that they use 'back to back' or 'side by side' working techniques to reduce exposure.
  - Try to remove the need for direct contact, for example, by using drop-off points where contractors can pass materials while keeping 2 metres apart.
- Encourage contractors to bring their own food and drinks, take breaks away from the work area and not to accept refreshment offers e.g. tea and coffee from staff.
- Ensure contractors disinfect the work area before they leave and they take any waste materials.
- Inform contractors to supply their own tools, equipment, appliances and materials and not to share them with others. If they need to, they should clean them before and after each use and only share them with the same group of colleagues.
- Remind contractors that they will not be granted access to any of your tools or equipment.
- Instruct contractors to keep tools and equipment away from surfaces. If unable to do so, they should clean surfaces and their tools before returning them to their toolbox.
- Encourage contractors to be prepared for the visit and bring everything they need in one trip if possible.
- If they need to make additional trips they should clean their hands after leaving and re-entering the workplace.
- Ensure contractors use personal protective equipment (PPE) required for the task and specified in the risk assessment.
- Monitor/carry out regular checks where possible that contractors are complying with the agreed work plan and control measures. Provide feedback by the agreed means as appropriate.

Find out more about managing the risks of contractors on the Health and Safety Executive [website](#).

### Resources to Help with Risk Assessments

- Access our [COVID-19 page](#) to read more about how to implement a healthy return to work.
- Read more on [how to carry out a risk assessment](#) and [use our template](#).
- Learn the risk assessment process by completing our online module '[Sensible risk assessment](#)'.
- Become a Healthy Working Lives Approved trainer and deliver risk assessment training for your employees, read more about it [here](#).