



COVID 19 Managing external contractors and visitors

 **Adopted on 01/07/2020**

During this time we need to take extra precautions in relation to how visitors and contractors from external companies, what is expected. This assessment is to protect them as a contractor and protect you as an operator. Simple controls will be in place to manage this task

PEOPLE EXPOSED

-  Colleagues
-  Visitors / Guests
-  Contractors
-  Members of the Public

HAZARDS

Increasing the risk of COVID 19 to staff and the operator within the pub

With no controls in place the risk of the virus spreading does increase

Increasing the risk of spreading the virus in to the wider community

The visitor, contractor could go around the whole site and the premises could be trading at the time, so the wider public could be affected, if simple controls are not followed

CONTROL MEASURES

Out of hours visits

All work and visits should be scheduled for when the business is not open and trading, this will limit the number of people involved and will make social distancing much easier to maintain.

Appointments made

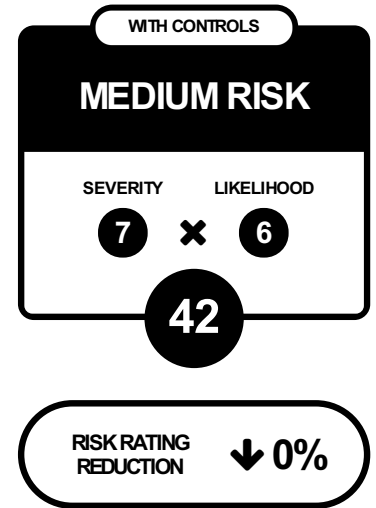
Planning is key to this task, so any visit needs to be arranged with the operator and they will know when they are arriving. The visitor and contractor needs to sign in and complete the "visitor log" for the site. This is to help with the NHS test and trace system

Good personal hygiene

When the visitor or contractor arrives we would expect them to wash their hands or sanitise their hands immediately. It is expected that they will wash their hands as they enter a new area. i.e. Leave the kitchen to go in to the cellar, they will wash their hands

No symptoms to be present

If you have symptoms of COVID 19 please inform JAT admin as soon as possible so any visit can be re-arranged. If the visitor or contractor arrives and you suspect they have symptoms, refuse them entry and report to JAT admin



○ **Social distancing**

It is imperative social distancing will be in place at all times. If need be consider closing of the area the contractor is working in to prevent any cross over with staff or the public

○ **Shared equipment**

In the unlikely event the visitor or contractor has to use the computer in the office, then before the process starts, sanitise and clean the office. Ensure the visitor or contractor washes their hands, after use, clean keyboard again and you both wash hands. In the office one person at a time and maintain social distance

○ **Private accommodation**

Depending on the task private accommodation may have to be accessed. The visitor or contractor will wash their hands (new area entered) and social distance to be maintained. With prior appointments the family may be asked to vacate the accommodation or go into another room for a short duration. If any family members have symptoms the visitor or contractor **MUST** not access the area. Any touch points must be cleaned once the visitor or contractor has left the area

○ **Enhanced cleaning**

Agree the route with the visitor or contractor and after an area is completed and you are both happy, then sanitise all touch points (door handles, fridge door handles etc.) If the site is clean before the process, good hand hygiene and cleaned after each area is completed, the risk is low

○ **Fitness to Work**

All visitors and contractors to the site must be asked to complete the fitness to work form. This will be issued out to all our main contractors so they may complete it as they arrive, but the operator should ask to see it, or ask them to complete it