

Risk Assessment Site Staff (COVID -19)

Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Coming into School	Site Staff	COVID – 19	<ul style="list-style-type: none"> Site Staff who are in the at risk group must not attend the school site. Site staff to ensure they are fit and well to carry out maintenance tasks at school. Any sign of feeling unwell i.e. cough, fever they must self - isolate and inform their Head Teacher immediately 	L		
Carrying out maintenance tasks	Site Staff	COVID – 19	<ul style="list-style-type: none"> All tasks which may be carried out by Site Staff must be low risk if working alone. Wash hands on a regular basis with warm soapy water or if non available with an alcoholic hand sanitiser (at least 60%) Wear gloves if possible and when removing take off by removing inside out. Dispose in a bin (with a bin liner inside) wash hands with warm soapy water or if non available with an alcoholic hand sanitiser (at least 60%) Hard surfaces to be cleaned with a mild disinfectant 	L		
Carrying out maintenance tasks	Site Staff	Incidents	<ul style="list-style-type: none"> Site Manager to inform Head Teacher of arrival and leaving the school premises. Where applicable Site Managers family to be aware of start and estimated finish times and have an emergency phone number of Head Teacher. First Aid available in school Site Manager to carry a mobile phone at all times 	L		

Security	Site Staff	Incidents	<ul style="list-style-type: none"> • Site Manager to ensure they keep the school secure at all times when working on own. 	L		
Statutory Tests and Inspections	Staff Pupils Others	Maintenance issues	<ul style="list-style-type: none"> • If school remains closed but access is permitted then all planned testing and inspections of equipment should resume. • If school remains open for key workers it may be possible to allow contractors to carry out planned preventative maintenance. (see below) • However this is subject to Government restrictions. • In-house inspections should continue to ensure the school remains as safe as possible whilst open. 	L		
Contractors in school	Staff Pupils Others	Inadequate control measures	<ul style="list-style-type: none"> • Where contractors are coming into school they must have up to date Risk Assessments and Method Statements. • Control measures regarding the Coronavirus must be included within their RAMs. • School to ensure no pupils or staff are in the area where contractors are working. • Contractors will be designated a toilet they can use whilst on site. • Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving. • They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site. • If they become aware of a contractor coming down with symptoms within 14 days of being at the school they must inform the school immediately. 	L		