

Catalyst Academies Trust	RISK ASSESSMENT FORM						Form Number: HSF003 Version: 1.0 Date: Jan 2013 Procedure: HSP 5.0
Location/Site: Catalyst Schools- QUARRY HILL ACADEMY STAFF ROOM BRADLEIGH/DELL			Date of Assessment: 19 th May 2020		Assessor(s): Trust SLT		
Activity/Task/Situation	What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Completed
Lack of social distancing in the staffroom	Resulting in direct transmission of the virus	Staff Wider Community	<ol style="list-style-type: none"> 1. Staff must read the risk assessment and follow all protective measures. 2. Keep the number of staff accessing the staff room at a time to a minimum 3. Reduce the number of staff in the staff room to a maximum of 2 4. Seats distanced 2m apart only will be able to be used. 5. Staff will be encouraged to spend the minimum time in the staff room possible to reduce contact 6. Excess furniture made inaccessible or removed 7. Staff will be reminded if not adhering to social distancing 8. Staff room doors left open to allow social distancing 				
Cross contamination due to poor hygiene	resulting in direct and indirect transmission of the virus	Staff Wider Community	<ol style="list-style-type: none"> 1. Staff must wash their hands before entering the staff room and when leaving, using soap and paper towels/hand dryer 2. Staff room door to be left open 3. Enhanced cleaning of shared area 'as you go' and by cleaning team after lunch and at end of day (e.g. door handles, fridge handle, counter top) 				
Lack of social distancing waiting to enter staff room	resulting in direct transmission of the virus	Staff Wider Community	<ol style="list-style-type: none"> 1. Staff to enter through the staff room door – need to wait in middle meeting room to ensure no one crosses over in restricted corridor 2. Doors remain open to maintain visibility 3. If necessary staff to wait outside the meeting room door until someone has left the staff room observing 2m gap 				

Contact of shared resources	resulting in indirect transmission of the virus	Staff Wider Community	<ol style="list-style-type: none">1. Unnecessary items will not be used from the staff room, prior to staff returning to work, e.g. additional mugs etc. Each staff member to have one mug which is kept for them only and can be stored in the cupboard once washed.2. Staff to wash their hands before touching anything in the staff room3. Staff to bring their own cup or bottle from home4. Shared cups will not be used5. All items to be washed using washing up liquid and stored individually6. Items will not be left in the staff room7. The notice board will only be written on by one member of staff - NN				
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