

Catalyst Academies Trust	RISK ASSESSMENT FORM – staff room						
Location/Site: Catalyst Schools- QUARRY HILL ACADEMY STAFF ROOM BRADLEIGH/DELL			Date of Assessment: 9 TH September 2020 Updated 8.03.21		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 3 (maximum of two using seating area and one using facilities) 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 	Staff encouraged to use other spaces, particularly outdoors, to eat their lunch unless otherwise feasible; two quad areas to be cleaned regularly to enable additional outdoor eating spaces			
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 on entering the staff room and when leaving, using soap and paper towels 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) 4. Staff to only use own cups/plates 				
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 room 3. Staff to bring their own cup or bottle from home 4. Shared cups will not be used 5. All items to be washed using washing up liquid and stored individually 6. Items will not be left in the staff room 7. The notice board will only be written on by one member of staff - NN 				