September 2020

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| **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  | * 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
* All contract staff to engage with the gov track and trace protocol. Office staff to inform Staffordshire of any confirmed or suspected cases C19LOC.education@staffordshire.gov.uk
 | MED |  | **✔** |
| Carrying out maintenance tasks | Site Staff | COVID – 19  | * 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
 | MED |  | **✔** |
| Carrying out maintenance tasks | Site Staff | Incidents  | * Site Manager/office 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
 | MED |  | **✔** |
| Security  | Site Staff | Incidents  | * Site Manager/office to ensure they keep the school secure at all times when working on own.
 | MED |  | **✔** |
| Statutory Tests and Inspections  | StaffPupils Others | Maintenance issues  | * 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.
 | MED |  |  |
| Contractors in school  | StaffPupils Others | Inadequate control measures  | * Where contractors are coming into school they must have up to date Risk Assessments and Method Statements.
* Information including contact telephone numbers should be kept for a minimum of 21 days to support the track and trace system if needed.
* 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.
 | MED |  |  |