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](mailto: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 | Staff  Pupils  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 | Staff  Pupils  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 |  |  |