

# MANOR PRIMARY SCHOOL

## Risk Assessment (COVID -19)

### Site Staff



Significant Hazards	Persons Affected	Controls	Risk Rating	Action Required	Action By & Date
Coming into School COVID – 19	Site Staff	<ul style="list-style-type: none"> <li>Site Staff who are in the at risk group must not attend the school site.</li> <li>Site staff to ensure they are fit and well to carry out maintenance tasks at school.</li> <li>Any sign of feeling unwell i.e. cough, fever they must self - isolate and inform their Head Teacher immediately</li> </ul>	Low	No	
Carrying out maintenance tasks COVID – 19	Site Staff	<ul style="list-style-type: none"> <li>All tasks which may be carried out by Site Staff must be low risk if working alone.</li> <li>Wash hands on a regular basis with warm soapy water or if non available with an alcoholic hand sanitiser (at least 60%)</li> <li>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%)</li> <li>Hard surfaces to be cleaned with a mild disinfectant</li> </ul>	Low	No	
Carrying out maintenance tasks Incidents	Site Staff	<ul style="list-style-type: none"> <li>Site Manager to inform Head Teacher of arrival and leaving the school premises.</li> <li>Where applicable Site Managers family to be aware of start and estimated finish times and have an emergency phone number of Head Teacher.</li> </ul>	Low	No	

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

		<ul style="list-style-type: none"><li>• 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.</li></ul>			
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