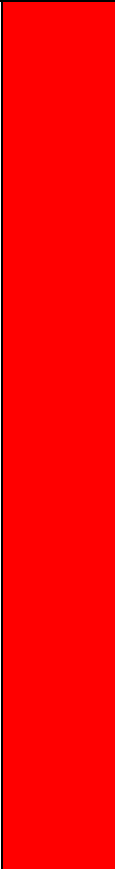



Caretaking Duties Risk Assessment – Covid-19 Measures

School Name: The Boulevard Academy		Decide who may be harmed (insert ✓):					
		Student		Contractors		Visitors	
Department: Site Staff - Building and fittings maintenance, Minor repairs or installation, Arranging contractors, Cleaning duties, Clearing waste/ graffiti, Management of premises, Security, Controlling access to rooms		Staff	✓	Vulnerable People		Volunteers	
Identified Hazards & How hazards can cause harm	Initial Risk Rating	Existing Control Measures (select all that are in place)			Actions / Comments	Residual Risk Rating H/M/L	
Risk of infection (Covid-19) when carrying out premises duties on site.		Staff and relevant others must comply with the advice set out below: -Wash hands frequently using soap and water or sanitiser (70% proof) if available. -Avoid touching eyes nose and mouth. -Avoid handshakes -Maintain social distancing (2 metres) from staff, students and contractors -Good hygiene practices implemented in communal areas such as kitchens and high touch areas. -If you present with symptoms you must notify your manager ASAP. -Wear a face covering when carrying out duties in communal areas and in the school grounds. -take part in the regular testing offered by the academy and report results accurately.			✓		
		When moving between classrooms/offices use sanitiser (70% proof) and wash hands at regular intervals during shift.	✓				
		When handling waste, use disposable gloves and wash/sanitise hands after removing gloves.	✓				
		When carrying out litter picking wear disposable gloves and wash or sanitise hands after removing gloves.	✓	<i>See litter picking risk assessment</i>			
		After using hand tools, use wipes provided to disinfect before they are returned to the tool bag.	✓	<i>Signage in place as reminders for staff</i>			
		Where essential maintenance tasks are required, ensure the work area is clear of students and staff to allow for social distancing.	✓	<i>Where this is not possible work is scheduled for out of hours.</i>			

		After using site equipment such as ladders and sack trolleys wipe down after each use with disinfectant wipes or appropriate cleaning materials.	✓	<i>Signage in place as reminders for staff</i>	
General lifting and carrying	H	Manual handling minimised as far as possible, broken down into smaller loads / assistance sought.	✓		L
How:		Staff made aware of correct lifting techniques to reduce risk of injury.	✓		
Cuts / abrasions, muscular skeletal and other physical injuries		Appropriate footwear worn	✓		
		Mechanical lifting aids available (trolleys etc.)	✓		
		Good housekeeping and workplace layout.	✓		
		Heavy items stored at waist level where possible.	✓		
		Floor surfaces unobstructed and slip free.	✓	<i>Regular checks conducted</i>	
Use of electrical equipment	H	Pre-use check conducted	✓		L
How:		Electrical equipment subject to regular safety inspection and test ('PAT testing')	✓	<i>PAT Tested Annually</i>	
Electrical shock Burns Fire		Sufficient outlets to support the range of equipment normally used. Use extension leads and adaptors only where necessary	✓		
Power leads present a tripping hazard (Cuts / abrasions, muscular skeletal and other physical injuries)		Mains powered portable equipment protected by RCD in higher risk situations e.g. equipment used outside or in wet conditions, and for equipment where there is a risk of cables being severed.	✓		
		System for reporting faults and taking equipment out of service in place	✓	<i>Reported to line manager and taken out of use immediately</i>	
Use of power tools (drills, Wood cutting equipment, hedge cutters, strimmer's, etc.)	H	Equipment inventory of power tools in place.	✓		L
How:		Manufacturers handbook available and used to assess any significant risks	✓		
Electric shocks/burns		Equipment is appropriate (being used for its intended purpose), restricted to authorised users and securely stored	✓		
		Machinery maintained in good condition	✓		
		Any formal servicing / inspection requirements identified, pre-use check conducted by user.	✓		


Cuts / abrasions Impact injury Entanglement with rotating parts Inhalation of dust / fume Irritation to eyes, nose and upper respiratory tract Skin sensitisation / disorders		Checks carried out to identify any specific training / instruction requirements	✓		L
		Pre-use check on condition undertaken	✓		
		Tools / blades kept sharp and in good condition	✓		
		Work and cutter guards in place			
		Suitable personal protective equipment (PPE) available to users as required (e.g. eye, hearing protection, boots and overalls)	✓		
		All items of PPE stored carefully, kept clean (not open to potential contaminant) and readily available	✓	<i>PPE is in site stores</i>	
		For machine operations producing large quantity of dust / fume appropriate RPE (respiratory protective equipment) may be required	N/A	<i>No power tools that produce large amounts of dust</i>	
		Long hair must be tied back; jewelry should be removed or covered and loose clothing covered by a secure apron or overall if appropriate.	✓		
Noise / vibration from equipment e.g. sanding machines, leaf blowers etc. How: Hearing damage, circulatory problems, miscommunication, stress	M	Noise and vibration levels of equipment identified from the manufacturers handbook.	✓		L
Noise: - if above 80dB hearing protection will be worn		✓			
Personal protective equipment issued e.g. ear defenders, close fitting goggles		✓			
Using chemicals e.g. paints, solvents, greases, oils, cleaning materials, pesticides How: Irritation / harm to eyes, nose and upper respiratory tract Skin sensitisation / disorders Poisoning Burns	H	Inventory of chemicals is in place and up to date and includes cleaning and maintenance products.	✓		L
Less hazardous chemicals used wherever possible		✓			
Material Safety Data Sheet for substances obtained from supplier and guidance followed.		✓			
All containers clearly labelled		✓			
Chemicals stored appropriately, access restricted		✓			
No mixing of chemicals		✓			
Activities undertaken outside of school hours where possible		✓			
Immediate cleaning up of any spillage	✓				

		COSHH Assessment completed for all hazardous chemicals and control measures implemented	✓		
		Appropriate Personal Protective Equipment (e.g. gloves, goggles etc.) provided and worn where identified in COSHH assessment	✓		
Exposure to sharps e.g. glass, whilst cleaning public areas	M	Pre-cleaning general inspection to identify areas of risk e.g. broken glass, syringes	✓		L
How: Puncture injuries, cuts, infection		Suitable equipment available, litter pickers, sharps bins, PPE	✓		
		Safe disposal procedures	✓		
		Personal protective equipment e.g. gloves when retrieving items or collecting rubbish	✓		
Work at height	H	All access equipment suitable for purpose, visual check before use and maintained in good condition (Commercial class of equipment to be used)	✓		M
How: Fracture, bruises, cuts from objects falling, concussion, vertigo or dizziness resulting in falls		Ladder inspection carried out each term and recorded on the ladder register. Damaged ladders and step ladders (dents, cracks or missing nonslip feet) removed from service	✓		
		User trained in use of ladders for minor inspection / maintenance tasks	✓		
		Floor surfaces suitable (firm and even surface)	✓		
		No lone working	✓		
		All access equipment secured to prevent unauthorised use	✓	<i>Kept locked in site storage when not in use</i>	
		CITB / PASMA training undertaken if erecting / dismantling mobile tower scaffold.	✓		
Lone working – locking / unlocking building; responding to intruder alarm ; working alone in building in holiday period	H	Ensure external lighting is adequate	✓		
How: Accident / injury, Physical assault,		If possible follow different procedure daily	✓		
		Building locked down as soon as possible at end of school day	✓		
		On site security system, controlled access to building e.g. through swipe card access controlled doors, etc	✓		
		Challenge unknown visitors where safe to do so	✓	<i>Visitors are identified by the colour of their lanyards</i>	
		Key holders strictly controlled and numbers kept to a minimum	✓		

delayed assistance in emergency Cuts / abrasions, muscular skeletal and other physical injuries		Mobile phone carried 'call in' at regular intervals – text message to site manager when starting and finishing a shift if lone working. E.g. weekend or later in the evening	✓		M
		Ensure someone is aware that you are on site, your location, hour of work, estimated duration of task if working on site remote from others, etc. and that they are contacted if plans change	✓		
		If a break-in has occurred out of hours, do not attempt to enter the premises until the police arrive	✓	Refer to the Out of Hours Policy	
		Only agreed risk tasks to be undertaken, Avoid high risk activities (e.g. working at height)	✓		
		Reduce time spent working alone so far as is reasonably practicable	✓		
		Notify manager of start and finish times	✓		

Risk Rating Guidance: H= High M= Medium L= Low TBA = To Be Assessed - Assessment of the likelihood and or impact of injury and or damage. Initial assessment has been undertaken, complete the residual assessment based on your control measures/findings/additional actions etc.

Likelihood of Occurrence	Potential Severity of Impact		
	Negligible	Significant	Major
Certain	Medium	High	High
Likely	Low	Medium	High
Unlikely	Low	Low	Medium

Other Hazards Identified	Additional Control Measures to be Put in Place				
Any other foreseeable hazards that are associated with the activities being carried out to be listed here.	<i>Where you have identified other hazards record the additional control measures you are going to put in place to mitigate these below:</i>				
Date of Assessment:	27.10.20	Carried out by:	R.Howgill	Signature:	
Date of next review:	15.12.20	Carried out by:	RHO/CDA	Date Review Completed:	14.12.20

Date of next review:	01/03/21	Carried out by:	RHO	Date Review Completed:	05.03.21
Date of next review:	12.04.21	Carried out by:	RHO	Date Review Completed:	12.04.21 No Changes
Date of next review:	17.05.21	Carried out by:		Date Review Completed:	
Also refer to these other relevant risk assessments or safety advice documents:	<ul style="list-style-type: none"> • Working at Height assessments • Lone Working Assessment • Site Specific Manual • SG2 – Health and Safety • SG7 – Manual Handling • SG8 - Lifting Operations and Lifting Equipment • SG9 - Working at height • SG12 - working alone • SG17 - Needles and Syringe Management • SG27 - Noise control 				

Note: Health and safety in our school is the responsibility of everyone and is about taking a sensible and proportionate approach to ensure that the learning environment provides a healthy and safe place for all who use it, including staff, volunteers, visitors and students.