

### Staff Area - Risk Assessment – Covid-19 Measures


<b>School Name:</b> The Boulevard Academy	<b>Decide who may be harmed (insert ✓):</b>				
	Student	✓	Contractors	✓	Visitors
<b>Location</b> Staff Area 1 <sup>st</sup> Floor	Staff	✓	Vulnerable People	✓	Volunteers

Identified Hazards	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) spreading amongst staff.	<b>H</b>	Staff area is restricted to a capacity of 18 seated (reduced from 40) with signage displayed to indicate this.	✓		<b>L</b>
		Acrylic screen dividers are in place at each workstation to create individual booths for staff.	✓		
		Hand sanitiser (70% alcohol) and sanitiser wipes available at each workstation with signage reminding staff to clean the work area as they leave.	✓		
		No personal belongings are to be left at the workstations these are to be stored in staff lockers provided.	✓		
		The number of lockers in the staff area has been reduced to avoid large amounts of staff gathering at key times during the school day.	✓		
		Sanitising station provided for staff as they enter the staff area.	✓		
		The kitchen area in the staff area has been marked out to provide a safe space for staff to prepare drinks and collect lunches. This space is only designed for one person at a time with signage to support this. Signage also in place to remind staff to clean down the area as they leave	✓	<i>Cleaner will throughout the course of the school day, clean kitchen area more frequently.</i>	
		Staff area phone has remained in use however this is to be cleaned between each use	✓	<i>Staff who contact parents regularly have been provided with mobile phones</i>	
		Cleaning is carried out at the end of the school day in line with the latest guidelines.	✓		
When leaving the workstation face coverings are to be worn when moving around.	✓				
Slips, trips, falls		Floor coverings are routinely inspected and maintained in a good general condition and any spillages are dealt with immediately	✓		

	H	Students are not permitted in the staff area.	✓	<i>Refer to Whole School Slips/Trips/Falls Risk Assessment If Appropriate</i>	L
		Staff are provided with lockers for personal belongings and reminded not to leave items or personal belongings in walkways when working	✓		
		Trailing cables are eliminated through the use of cable management devices	✓		
		Adequate overhead and task lighting is provided	✓		
Fall from Height/Falling Objects/Equipment	H	Staff are encouraged not to store items at height, where this cannot be avoided appropriate storage facilities and access arrangements are in place	✓	<i>Staff are advised not to work at height unless they have received the appropriate training &amp; have the correct equipment</i>	L
		Display boards, pictures, cupboards etc are securely fastened to the wall	✓		
		Window opening devices are provided if windows can't be easily accessed	✓		
Manual Handling	H	Staff are advised not to move heavy objects/items unless they have received the appropriate training. Trolleys are provided where necessary	✓	<i>Refer to Specific Task Manual Handling Risk Assessment if Appropriate</i>	M
Use of Electrical Equipment	H	Staff receive appropriate information/instruction on the use of equipment	✓		L
		All electrical equipment is appropriately PAT tested annually with fixed wiring checked at least every five years	✓		
		Staff visual inspect equipment/appliances before use, reporting any defects	✓		
		Staff who routinely use computers/laptops etc undertake a Display Screen Equipment (DSE) assessment	✓		
Cuts, bruises, minor injuries	M	Doors, windows, furniture, etc are subject to routine visual inspection to ensure they remain in a safe condition	✓	<i>A known procedure is in place to report any defects/damage</i>	L
Use of Computers	M	Staff who use classroom based computer equipment have undertaken a Display Screen Equipment (DSE) assessment	✓		L
Fire/Other Emergency Evacuation Situations	H	Fire exit doors/circulation routes are free of obstructions, and provide a clear and easy means of escape. Staff are fully aware of evacuation procedures	✓	<i>Refer to School Fire Emergency Action Plan as Appropriate</i>	L

**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

<b>Other Hazards Identified</b>		<b>Additional Control Measures to be Put in Place</b>			
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>				
<b>Date of Assessment:</b>	12/10/20	<b>Carried out by:</b>	R.Howgill	<b>Signature:</b>	
<b>Date of next review:</b>	22.10.20	<b>Carried out by:</b>	R.Howgill	<b>Date Review Completed:</b>	28.10.20
<b>Date of next review:</b>	15.12.20	<b>Carried out by:</b>	RHO/JMI	<b>Date Review Completed:</b>	14.12.20
<b>Date of next review:</b>	01.03.21	<b>Carried out by:</b>	R.Howgill	<b>Date Review Completed:</b>	05.03.21
<b>Date of next review:</b>	12.04.21	<b>Carried out by:</b>	RHO	<b>Date Review Completed:</b>	12.04.21 No Changes
<b>Date of next review:</b>	17.05.21	<b>Carried out by:</b>		<b>Date Review Completed:</b>	
<b>Also refer to these other relevant risk assessments or safety advice documents:</b>					

**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.