

Catalyst Academies Trust	RISK ASSESSMENT FORM						
Location/Site: Catalyst Schools- DILKES ACADEMY STAFF ROOM			Date of Assessment: 1 <sup>st</sup> September 2021		Assessor(s): Hayley Nye/Rhys Latham		
Activity/Task/Situation	What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Completed
<b>Lack of social distancing in the staffroom</b>	Resulting in direct transmission of the virus	Staff Wider Community	<ol style="list-style-type: none"> <li>1. Staff must read the risk assessment and follow all protective measures.</li> <li>2. Keep the number of staff accessing the staff room at a time to a minimum</li> <li>3. Seats distanced 1- 2m apart only will be able to be used.</li> <li>4. Staff will be encouraged to spend the minimum time in the staff room possible to reduce contact</li> <li>5. Excess furniture made inaccessible or removed</li> <li>6. Staff will be reminded to adhere to social distancing where possible</li> <li>7. Staff room doors and windows left open to allow social distancing</li> <li>8. Training room to be used as staffroom number 2 to reduce numbers in one room</li> </ol>				
<b>Cross contamination due to poor hygiene</b>	resulting in direct and indirect transmission of the virus	Staff Wider Community	<ol style="list-style-type: none"> <li>1. Staff advised to wash/sanitise their hands before entering the staff room and when leaving, using soap and paper towels</li> <li>2. Staff room door to be left open where possible</li> <li>3. Staff are responsible for cleaning all equipment they have used themselves. If staff wish to use the dishwasher, their plates and cutlery must be loaded by themselves</li> <li>4. Rota to indicate which group are responsible for ensuring the dishwasher is put on before school closes each day</li> <li>5. Enhanced cleaning of shared area 'as you go' and by cleaning team after lunch and at end of day (e.g. door handles, fridge handle, counter top)</li> </ol>				

<p><b>Lack of social distancing waiting to enter staff room</b></p>	<p>resulting in direct transmission of the virus</p>	<p>Staff Wider Community</p>	<ol style="list-style-type: none"> <li>1. Staff to enter through the staff room door</li> <li>2. Doors remain open to maintain visibility</li> <li>3. If necessary staff to wait outside the staffroom until a space is available. Staff can wear masks in communal areas whilst waiting if they wish to do so</li> <li>4. Staff who are able to use their own space will be encouraged rather than using the staffroom.</li> </ol>				
<p><b>Contact of shared resources</b></p>	<p>resulting in indirect transmission of the virus</p>	<p>Staff Wider Community</p>	<ol style="list-style-type: none"> <li>1. Staff members encouraged to use their own personal cups etc which is kept for them only and can be stored in the cupboard once washed</li> <li>2. Staff to wash their hands before touching anything in the staff room (signs displayed reminding about good hygiene)</li> <li>3. Staff to bring their own cup or bottle from home</li> <li>4. Shared cups will not be used</li> <li>5. All items to be washed using washing up liquid and stored individually</li> <li>6. Items will not be left in the staff room</li> <li>7. The notice board will only be written on by one member of staff</li> </ol>				