

Catalyst Academies Trust	<div style="text-align: center;"> RISK ASSESSMENT FORM This must be read in conjunction with the whole school risk assessment </div>							
Location/Site: Catalyst Schools- BENYON PRIMARY STAFF ROOM			Date of Assessment: 04.01.2021 24.02.2021 Reviewed September 2021		Assessor(s): Trust SLT S Oxley/ N Barrett			
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	
Lack of social distancing in the staffroom	Resulting in direct transmission of the virus	Staff Wider Community	<ol style="list-style-type: none"> Staff must read the risk assessment and follow all protective measures. Keep the number of staff accessing the staff room at a time to a minimum Reduce the number of staff in the staff room to a staff should not spend a prolonged time in the staffroom and practise social distancing Excess furniture made inaccessible or removed Staff will be reminded if not adhering to social distancing Staff room outside doors left open to outside allow good ventilation 					
Cross contamination due to poor hygiene	resulting in direct and indirect transmission of the virus	Staff Wider Community	<ol style="list-style-type: none"> Staff must wash/ sanitise their hands before entering the staff room and when leaving, using soap and paper towels or hand sanitiser Staff room door to be left open Disinfectant wipes/ spray to be available for 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) 					
Contact of shared resources	resulting in direct transmission of the virus	Staff Wider Community	<ol style="list-style-type: none"> Unnecessary items will not be used from the staff room, prior to staff returning to work, e.g. additional mugs etc. Each staff member to have one mug which is kept for them only and can be stored in the cupboard once washed. Staff to ensure that washing up is not left to drain but dried up and put away. Staff to wash their hands before touching anything in the staff room 					

			<div>4. Staff to bring their own cup or bottle from home</div> <div>5. All items to be washed using washing up liquid and stored individually</div> <div>6. Items will not be left in the staff room</div> <div>7. The notice board will only be written on by one member of staff - JM</div>				
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