

## SITE MANAGER RISK ASSESSMENT

Cavendish Close Infant and Nursery School – May 2020

HAZARD	RISK GROUP	RISK	<div style="background-color: yellow; text-align: center; padding: 2px;"><b>CONTROL MEASURES</b></div> (Describe the existing workplace precautions and risk control systems in place)	Residual Risk Rating HIGH MED LOW	Are Existing Controls Adequate?	
					Yes	No*
Coming into School	Site Staff	COVID – 19	<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 Headteacher immediately</li> </ul>	Low	✓	
Carrying out maintenance tasks	Site Staff	COVID – 19	<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 not 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 not available with an alcoholic hand sanitiser (at least 60%).</li> <li>Hard surfaces to be cleaned with a mild disinfectant.</li> </ul>	Med	✓	
Carrying out maintenance tasks	Site Staff	Incidents	<ul style="list-style-type: none"> <li>Site Manager to inform Headteacher 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 Headteacher.</li> <li>First Aid available in school.</li> <li>Site Manager to carry a mobile phone at all times.</li> </ul>	Low	✓	

Security	Site Staff	Incidents	<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	✓	
Statutory Tests and Inspections	Staff Pupils Others	Maintenance issues	<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>	Med	✓	
Contractors in school	Staff Pupils Others	Inadequate control measures	<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 children 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> <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>	Med	✓	