

SITE MANAGER RISK ASSESSMENT

Cavendish Close Infant and Nursery School – March 2021

HAZARD	RISK GROUP	RISK	CONTROL MEASURES (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"> Site staff to ensure they are fit and well to carry out maintenance tasks at school. Any sign of feeling unwell i.e. cough, fever they must self - isolate and inform their Head Teacher immediately. 	Low	Y	
Use of face shields / masks	Site Staff	Infection Control	<ul style="list-style-type: none"> Site staff to wear face masks when in the building carrying out their duties. This decision is based upon Site staff having access to all areas of the school. Updated 01/03/2021. Site staff to wear face masks on external school site at the start and end of the day – when children are received from and dismissed to parents/other adults. Parents have also been asked to wear face masks/coverings. Updated 01/03/2021. When face coverings are worn, they must be removed correctly without touching the front of the mask. Hands are to be washed / sanitised thoroughly following removal. If disposable face masks are worn, they must be disposed of in a closed bin. If material re-usable face masks are worn, they should be placed inside a disposable bag and taken home to re-wash before reusing. 	MED	✓	

Carrying out maintenance tasks	Site Staff	COVID – 19	<ul style="list-style-type: none"> All tasks which may be carried out by Site Staff must be low risk if working alone. Wash hands on a regular basis with warm soapy water or if not available with an alcoholic hand sanitiser (at least 60%). 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%). Hard surfaces to be cleaned with a mild disinfectant. 	Low	Y	
Carrying out maintenance tasks	Site Staff	Incidents	<ul style="list-style-type: none"> Where applicable the Site Managers family to be aware of start and estimated finish times and have an emergency phone number of Head Teacher. First Aid available in school. Site Manager to carry a mobile phone at all times. 	Low	Y	
Security	Site Staff	Incidents	<ul style="list-style-type: none"> Site Manager to ensure they keep the school secure at all times when working on own. 	Low	Y	
Statutory Tests and Inspections	Staff Pupils Others	Maintenance issues	<ul style="list-style-type: none"> All statutory testing and inspecting to continue as previously prior to COVID 19. In-house inspections should continue to ensure the school remains as safe as possible whilst open. 	Low	Y	
Contractors in school	Staff Pupils Others	Inadequate control measures	<ul style="list-style-type: none"> Where contractors are coming into school they must have up to date Risk Assessments and Method Statements. Control measures regarding Coronavirus must be included within their RAMs. It is mandatory for all contractors to sign in to the school system and to fill out a COVID 19 test and trace form, the screen MUST be wiped clean with the supplied wipes after each use. The COVID 19 form must be 	Med	Y	

			<p>returned to either the admin team or the site manager. Updated 01/03/2021</p> <ul style="list-style-type: none">• School to ensure no pupils or staff are in the area where contractors are working.• Contractors will be designated a toilet they can use whilst on site.• Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving.• They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site.• 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.			
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