

## The Orchards Primary Academy Risk Assessment (COVID -19)

### Site Staff

Significant Hazards	Persons Affected	Controls	Risk Rating	Action Required	Action By & Date
Coming into School COVID – 19	Site Staff	<ul style="list-style-type: none"> <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 Head Teacher immediately</li> </ul>	M	NONE	
Carrying out maintenance tasks COVID – 19	Site Staff	<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 non 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 non available with an alcoholic hand sanitiser (at least 60%)</li> <li>Hard surfaces to be cleaned with a mild disinfectant</li> </ul>	M	NONE	
Carrying out maintenance tasks Incidents	Site Staff	<ul style="list-style-type: none"> <li>Where applicable Site Managers family to be aware of start and estimated finish times and have an emergency phone number of Head Teacher.</li> <li>First Aid available in school</li> <li>Site Manager to carry a mobile phone at all times</li> </ul>	M	NONE	
Security Incidents	Site Staff	<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>	M	NONE	

<p>Statutory Tests and Inspections Maintenance issues</p>	<p>Staff Pupils Others</p>	<ul style="list-style-type: none"> <li>All statutory testing and inspecting to continue as previously prior to COVID 19.</li> <li>In-house inspections should continue to ensure the school remains as safe as possible whilst open.</li> </ul>			
<p>Contractors in school Inadequate control measures</p>	<p>Staff Pupils Others</p>	<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 pupils 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>Rebuild contractors will have their own welfare facilities on site and will therefore not need to enter the main school</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> <li>Contractors to wear face coverings in communal areas where a 2m distance cannot be maintained</li> </ul>	<p>MED</p>	<p>NONE</p>	