

Catalyst Academies Trust	RISK ASSESSMENT FORM- Staff room						
This must be read in conjunction with the whole school risk assessment							
Location/Site: Catalyst Schools- Aveley Primary STAFF ROOM			Date of Assessment: August 2021		Assessor(s): Trust SLT		Reference: Aveley Primary
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
Number of staff in the staffroom at one time	Resulting in direct transmission of the virus	Staff Wider Community	<ol style="list-style-type: none"> 1. Staff must read the risk assessment and follow all protective measures 2. Staff to leave a space between themselves and others where possible 3. Staff will be encouraged to spend the minimum time in the staff room possible to reduce contact 4. Meeting room doors left open to allow a 'one way' system and create more space 				
Cross contamination due to ineffective hygiene	resulting in direct and indirect transmission of the virus	Staff Wider Community	<ol style="list-style-type: none"> 1. Staff must wash their hands before entering the staff room and when leaving, using soap and paper towels- they are by the sink or in the bathrooms 2. Staff room door to be left open 3. Cleaning items are available in the staff room 4. Cleaning of shared area 'as you go' and by cleaning team after lunch (e.g. door handles, fridge handle, counter top) 				
Contact of shared resources	resulting in indirect transmission of the virus	Staff Wider Community	<ol style="list-style-type: none"> 1. Staff to wash their hands before touching anything in the staff room 2. Personal items will not be left in the staff room 				