

Catalyst Academies Trust	RISK ASSESSMENT FORM- Photocopier room This must be read in conjunction with the whole school risk assessment						
Location/Site: Catalyst Schools- Aveley Primary Photocopier rooms			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
Space in the photocopier room	Resulting in direct transmission of the virus	Children Staff Families Wider Community	<ol style="list-style-type: none"> 1. Only one or two members of staff can be in the photocopier room at one time to avoid overcrowding. 2. Children will not be allowed in the photocopier room. 				
Contact of shared resources	resulting in indirect transmission of the virus	Children Staff Families Wider Community	<ol style="list-style-type: none"> 1. Staff will wash their hands before entering the photocopier room. 2. Staff will wash their hands, before and after touching resources that will be given to or are from someone else 3. Photocopiers will be wiped down regularly. 4. Wherever possible, resources for copying will be sent to the office staff with at least 24 hours advance notice, and copied items will be placed in pigeon holes. 5. Pigeon hole fronts, will be cleaned regularly. 6. Any resources for staff will be placed for collection into pigeon holes to reduce contact 				