

Department: <i>general</i>	Service: <i>education</i>	Reference: <i>1.1</i>
Activity: <i>staffrooms on all sites</i>	Site: <i>all</i>	
People at Risk: <i>staff and visitors</i>	Additional Information: <i>check guidance on washing and cleaning surfaces</i>	
Name of Person Completing Form: MDA	Job Title: H&S	Date: 27/06/20
		Review Date:

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
Items left lying around	Trips slips falls	M	<ul style="list-style-type: none"> Care to be taken not to block gangways and areas where people need to access 	L	
Water containers	Slips and burns	M	<ul style="list-style-type: none"> Care to be taken when filling containers from either the hot or cold water tanks Mop up any spills straight away 	L	
Used cups and plates etc	Illness from bacteria	M	<ul style="list-style-type: none"> Staff are responsible for cleaning up after themselves before exiting the staffroom 	L	
Worksheets and paper left around	Trips slips falls Heavy load	L	<ul style="list-style-type: none"> Any worksheets printed must be stored safely and not in gangways. Only carry items within acceptable weight limits 	L	
Social distancing	Covid-19	H	<ul style="list-style-type: none"> Do not sit within two metres of each other Do not sit in a position that makes it difficult for people to walk past safely Do not have more than 10 people sitting in the staffroom at any one time 	L	
Hygiene	Covid -19	H	<ul style="list-style-type: none"> Wipe any surfaces correctly that you touch when making a drink. 	L	

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
			<ul style="list-style-type: none"> • Either take mug home at end of day or put in dishwasher, do not leave on tables or counter tops – they will be removed and disposed of • Do not share coffee and milk containers etc • Wipe down a shared telephone before and after use • Wipe down a shared computer before and after use • Wipe down a shared photocopier/ printer before and after use • Wipe fridge doors, water taps etc before and after touching • Avoid touching hard surfaces unnecessarily • Use hand sanitiser on entry and exit to the room • Try to keep the room well ventilated by opening doors and windows 		