

Specific Risk Assessment: Staff Communal Space BFS

Key Issue	How it will work	Measures to Implement	Risk Assessment
School Staff Room is too small to allow recommended 2m social distancing	<p>In order to provide a safe social area for staff to take breaks and have lunch in a social manner and help maintain positive relationships and mental health, Staff will use the entrance foyer space to sit for breaks and lunch time.</p> <p>Staff will have access to existing staffroom (currently acting as SLT workspace) for fridge and kettle and to make refreshments etc.</p>	<p>Seating to be moved to allow a comfortable social space for staff to sit and take breaks and eat lunch including table space.</p> <p>Access to existing staffroom for kettle/fridge etc Staff to be aware of others accessing the normal staff room space at the same time and avoid congregating here.</p>	<p>Staff communal area to be in the entrance foyer</p> <p>No gathering in the normal staff room space – only to be used to make drinks, access fridge or sit in groups of 2 or less.</p>
Staff to take collective responsibility to sanitise wipeable areas such as tables after use	<p>If staff are using table space in communal staff area, they should wipe down with sanitiser after use</p>	<p>Sanitiser available for staff use.</p>	<p>Staff communal area is regularly cleaned and staff take collective responsibility for this.</p>
Staff to use own sealed mug/cup for hot drinks and all staff responsible for washing/cleaning own cups and cutlery /crockery etc.	<p>All staff who wish to make and consume hot drinks in school to bring their own personal sealable mug/cup which is to remain with the staff member.</p> <p>All staff to take responsibility for washing any cutlery/crockery and putting away.</p>	<p>Staff responsible for their own cup/mug and will not leave these in communal areas.</p> <p>Staff will wash and put away any school cutlery/crockery after use.</p>	<p>Cutlery and crockery is de-cluttered and minimal allowing for more thorough cleaning to take place more easily.</p>