



Risk Assessment (COVID -19) Office Staff April 2021

Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual Risk Rating HIGH MED LOW	Are Existing Controls Adequate?	
					Yes	No*
Working in School Reception	Front Office Staff	Infection Control	<ul style="list-style-type: none"> When talking to visitors, staff can open the hatch but must not stand directly in front of the opening and must wear a mask. All staff to request parents telephone the school to discuss any issues and avoid entering into conversation face to face. (This is regularly communicated to parents) Notice displayed on door to front office with school office telephone number for visitors Authorised visitors must use hand sanitizer (<60%) prior to entering school. Only contractors with appointments to be allowed access Deliveries to be sorted with the support of caretaking staff and cleaned down prior to distribution Post and other deliveries to be left in main office foyer entrance where possible. 	MED	Yes	

Awareness of policies and procedures	Office Staff	Inadequate information	<input type="checkbox"/> All staff to be made aware of all relevant policies and procedures.	LOW	Yes	
			<ul style="list-style-type: none"> • Staff receives any necessary training that helps minimise the spread of infection, e.g. infection control training. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> ➤ DfE (Department for Education) ➤ NHS (National Health Service) ➤ Department for Health and Social Care ➤ PHE (Public Health England) • Staff are made aware of the school's infection control procedures in relation to coronavirus via email or meetings and must contact the school as soon as possible if they believe they may have been exposed to coronavirus. 			
Poor hygiene practice	Office Staff	Ill Health	<ul style="list-style-type: none"> • Posters are displayed throughout the building reminding staff to wash their hands, e.g. before entering and leaving the school. • Staff are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance. • Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas. • Staff must wash their hands before and after visiting the toilet. • Staff must wash their hands prior to eating and drinking. 	MED	Yes	

Spread of infection DSE	Office Staff	Infection Control	<ul style="list-style-type: none"> • No sharing of desks permitted or equipment. If equipment is shared it must be wiped down with a disinfectant before and after use especially phones and keyboards. • Desks must be at least 2 metres apart or persons must be seated at least 2 metres apart. 	MED	Yes	
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			□ Desks and equipment to be cleaned after each day.			
Poor management of infectious diseases	Office Staff	Lack of infection control	<ul style="list-style-type: none"> • Everyone is instructed to monitor themselves and others and look out for similar symptoms if a staff member has been sent home with suspected coronavirus. • Staff are vigilant and report concerns about their own, a colleague's or other's symptoms to the Headteacher or SLT as soon as possible. • The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. • Staff inform the Headteacher when they plan to return to work after having coronavirus. 	LOW	Yes	
Social Distancing	Office Staff	Infection Control	<ul style="list-style-type: none"> • Staff under no circumstances must work in close proximity to each other. • They must ensure they keep to social distancing at all times. • Staff should ensure when using the rest areas a staggered system is used to prevent close proximity of persons. 	MED	Yes	

Awareness of policies and procedures	Office Staff	Inadequate information	<ul style="list-style-type: none"> All staff to be made aware of all relevant policies and procedures. Staff receives any necessary training that helps minimise the spread of infection, e.g. infection control training. The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> ➤ DfE (Department for Education) ➤ NHS (National Health Service) ➤ Department for Health and Social Care ➤ PHE (Public Health England) 	LOW	Yes	
			<ul style="list-style-type: none"> Staff are made aware of the school's infection control procedures in relation to coronavirus via email or meetings and must contact the school as soon as possible if they believe they may have been exposed to coronavirus. 			
Visitors as a source of incoming infection.	Office staff or staff covering office	Visitors with symptoms spreading infection	<ul style="list-style-type: none"> Visitors will be asked to use the alcohol-based hand sanitiser provided. Visit must be booked in advance. All visitors must wear a mask when in the building. Office staff or those deputising will ask if visitors to the school are experiencing or have recently experienced COVID-19 symptoms. If the answer is yes, they will be <ul style="list-style-type: none"> ➤ asked to provide their contact details for the purpose of Track and Trace, ➤ advised to self-isolate ➤ Advised to seek a test. Visitors will remain behind glass until verbal safety is assured. 	LOW	yes	

			<ul style="list-style-type: none"> Visitors will be asked to contact the school if they themselves develop symptoms after visiting the site. 			
Visitors vulnerable to infection.	visitors	Visitors to school contracting Coronavirus from this site	<ul style="list-style-type: none"> Visitors will be asked to provide a contact number so that if the school has an outbreak within seven days of them visiting, they can be contacted and advised to self-isolate and seek testing. Visitors will be advised by office staff to observe social distancing of 2m and wash hands at appropriate intervals in line with guidance from PHE. 	LOW	YES	
Other staff as a source of incoming infection.	Office staff or staff covering office	Staff spreading infection	<ul style="list-style-type: none"> Staff to use email or Scholar pack to pass messages to the office. Post boxes outside the office to be used to return any paper work or letters. Other staff not to enter the school office. 	LOW	YES	