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| **Risk Assessment (COVID -19)** **Office Staff** |
| **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 | * Signs on the porch door and window instruction parents not to enter the office and that contact should be made by phone or email
* All staff in the main receptions must not open the hatch.
* All staff to request parents telephone the school to discuss any issues and avoid entering into conversation. (This will be communicated to parents prior to 1st June)
* Notice displayed on door to front office with school office telephone number for visitors
* Authorised visitors must wash hands prior to entering school. Hand gel available on front desk
* Prior to signing in on the electronic system front office staff must ask visitors if they have displayed any signs or experienced any symptoms of COVID-19 recently. If they have, visitors should not sign in and be refused access. Ask them to return home in order to self-isolate and seek advice from NHS 111.Contact details should be taken from them verbally and recorded prior to them leaving for the purpose of Test and Trace. (please note hard surfaces within reception area should be disinfected once they leave referring to cleaning and PPE guide)
* Visitors allowed access will be expected to leave details on the electronic booking-in system. This will allow us to contact them in the event of a confirmed case in school via the NHS Test and Trace process.
* Visitors should be asked to inform the school and NHS Test and Trace if they become unwell with COVID-19 symptoms within 14 days of visiting.
* Only contractors with appointments will be allowed access.
* Deliveries to be sorted with the support of caretaking staff and cleaned down prior to distribution
 | MED | **Yes** |  |
| Awareness of policies and procedures | Office Staff  | Inadequate information  | * 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:
* 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.
 | LOW | **Yes** |  |
| Poor hygiene practice | Office Staff | Ill Health  | * 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 infectionDSE  | Office Staff | Infection Control  | * No sharing of desks permitted or equipment.
* If equipment is shared it must be wiped down with a disinfectant before and after use.
* Desks must be at least 2 metres apart or persons must be seated at least 2 metres apart.
* Consider a rota system if this is not possible.
* Desks and equipment to be cleaned after each day.
 | MED | **Yes** |  |
| Poor management of infectious diseases | Office Staff | Lack of infection control | * 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  | * Staff under no circumstances must work in close proximity to each other.
* They must ensure they keep to social distancing at all times (at least 2 metres)
* Staff should ensure when using the rest areas a staggered system is used to prevent close proximity of persons.
* Additional staff rest area created for when maximum staff in to avoid congestion in the staff room
 | MED | **Yes** |  |
| Awareness of policies and procedures | Office Staff  | Inadequate information  | * 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:
* DfE (Department for Education)
* NHS (National Health Service)
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* 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.
 | LOW | **Yes** |  |