

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*
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) • 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. 	L	Y	
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 	L	Y	

			<p>are supplied in all toilets and kitchen areas.</p> <ul style="list-style-type: none"> • Staff must wash their hands before and after visiting the toilet. • Staff must wash their hands prior to eating and drinking. 			
Spread of infection DSE	Office Staff	Infection Control	<ul style="list-style-type: none"> • Dividers are installed between workstation where 2metre separation cannot be achieved. • 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. • If this is not possible at least 1 metre and/or a partition in between each desk. • Avoid where possible desks facing each other if no shields have been installed. • Consider a rota system if this is not possible. • Desks and equipment to be cleaned after each day. 	L	Y	
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. 	L	Y	
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 (at least 2 metres) 	L	Y	

			<ul style="list-style-type: none"> • Staff should ensure when using the rest areas a staggered system is used to prevent close proximity of persons. 			
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) • 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. 	L	Y	