

Catalyst Academies Trust		RISK ASSESSMENT FORM- Office						
		This must be read in conjunction with the whole school risk assessment						
Location/Site: Catalyst Schools- Benyon Primary OFFICE			Date of Assessment: 16th July 2020 Revised 27th August 2020/ September 2021		Assessor(s): S OXLEY/ N BARRETT			
Activity/Task/ Situation	What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Completed	
Closed to all public	Risk of direct transmission of the virus	Staff Wider community	1.Office closed to all members of the public without an appointment. 2.Access to admin team limited to email or telephone only 3. Doors remain closed –admin team may go out to collect post/paperwork if needed. 4.Sanitise hands immediately after handing any paperwork.					
Lack of social distancing in the office	Resulting in direct transmission of the virus	Children Staff Families Wider Community	1. Only members of the office staff or SLT, if essential, will be in the office 2. All contact from others will be via telephone or email 3. Desks are organised so that there is a minimum of 2m between office staff 4. Staff members work at their own desk only 5. Staff do not share resources, e.g. staplers, phones etc. 6. Children will not come to the office, registers will be left outside the classroom and collected by one member of staff only 7. Staff wishing to talk to office staff to remain on the other side of the office window					
Contact of shared resources	Resulting in indirect transmission of the virus	Children Staff Families Wider Community	1. Any resources for staff will be placed in Reception area/ staff pigeon holes for collection 2. Items for the office will left on top of the counter in the reception area 3. Staff will wash their hands, before and after touching resources that will be given to or are from someone else 4. Staff will not handle sheets or other resources children have touched unless					

			necessary. They will wash their hands thoroughly after touching any items				
Staff movement around the school	Resulting in indirect transmission of the virus	Staff	<ol style="list-style-type: none"> 1. Offices to be closed 2. Only office staff (and SLT if essential) to enter the office 3. Staff to maintain social distance outside of bubbles as moving around the school 				
Cleaning	Resulting in indirect transmission of the virus	Staff Cleaning staff Site manager	<ol style="list-style-type: none"> 1.Desks to be cleared each evening or at the end of the member of staff's shift. 2. Desks and surfaces to be cleaned at the end of each day. 3. Touch points eg all handles and telephone handsets to be cleaned at the end of each day. 				