

INFECTIOUS DISEASES COVID-19

Office Staff Risk Assessment

Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					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. 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	Office staff to be made aware of the policies and procedures.	
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. 	L	See action plan for next steps.	

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. Desks must be at least 2 metres apart or persons must be seated at least 2 metres apart. Desks and equipment to be cleaned after each day. 	L	Office furniture to be positioned 2m apart or work in separate rooms.	
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	Staff to inform HT of any symptoms.	
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) Staff should ensure when using the rest areas a staggered system is used to prevent close proximity of persons. 	L		