

Catalyst Academies Trust		RISK ASSESSMENT FORM- Office						
This must be read in conjunction with the whole school risk assessment								
Location/Site: Catalyst Schools- Aveley Primary OFFICE			Date of Assessment: August 2021		Assessor(s): Trust SLT		Reference: Aveley Primary	
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	
Number of members of the public in the office.	Risk of direct transmission of the virus	Staff Wider community	1. Office closed to all members of the public 2. Access to admin team limited to email or telephone only 3. Doors remain closed – signs up to remind parents not to enter; admin team may go out to collect post/paperwork if needed. 4. Sanitise hands immediately after handling any paperwork					
Number of staff 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 where possible 3. Desks are organised so that there is space between office staff 4. The front of the school will remain locked so parents or visitors will not be able to come into the office 5. Staff members work at their own desk only 6. Staff do not share resources, e.g. staplers, phones etc. 7. Children will not come to the office, registers will be left outside the classroom and collected by one member of staff only 8. Tape marking set out to ensure distance is maintained if school staff must speak to office staff					
Contact of shared resources	resulting in indirect transmission of the virus	Children Staff Families Wider Community	1. Any resources for staff will be placed for collection into pigeon holes to reduce contact 2. Items for the office are left on top of the register cupboard 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 near the office	resulting in indirect transmission of the virus	Staff	1. Offices to be closed 2. The door to the main office is wedged open so the door is not touched 3. Only office staff (and SLT if essential) to enter the office				