

Catalyst Academies Trust	RISK ASSESSMENT FORM- Office						
Location/Site: Catalyst Schools- Dilkes Academy OFFICES			Date of Assessment: 1 <sup>st</sup> September 2021		Assessor(s): Trust SLT		
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
<b>Closed to all public</b>	Risk of direct transmission of the virus	Staff Wider community	<ol style="list-style-type: none"> <li>1. Office closed to all members of the public.</li> <li>2. Access to admin team limited to email or telephone only</li> <li>3. Doors remain closed – barriers up to remind parents not to enter; admin team may go out to collect post/paperwork if needed.</li> <li>4. Staff advised to sanitise hands immediately after handing any paperwork.</li> </ol>				
<b>Lack of social distancing in the office</b>	Resulting in direct transmission of the virus	Children Staff Families Wider Community	<ol style="list-style-type: none"> <li>1. Only members of the <b>office staff</b> or <b>SLT</b>, if essential, will be in the office</li> <li>2. All contact from others will be via telephone or email</li> <li>3. Desks are organised so that there is a minimum of 2m between office staff</li> <li>4. The front of the school will remain closed so parents or visitors will not be able to come into the office</li> <li>5. Remove excess furniture to increase space if required</li> <li>6. Staff members work at their own desk</li> <li>7. Staff to minimise sharing resources where possible, e.g. staplers, phones etc.</li> <li>8. Children will not come to the office, registers will be completed via SIMs</li> <li>9. Tape marking set out in foyer area to ensure distance in reception area for school staff to speak to office staff. <b>No staff are to enter the front office.</b></li> </ol>				
<b>Contact of shared resources</b>	Resulting in indirect transmission of the virus	Children Staff Families Wider Community	<ol style="list-style-type: none"> <li>1. Any resources for staff will be placed in Reception area for collection</li> <li>2. Items for the office will left on top of the desk in the reception area</li> </ol>				

			<ol style="list-style-type: none"> <li>3. Staff will wash their hands, before and after touching resources that will be given to or are from someone else</li> <li>4. Staff to limit the handling of sheets or other resources where possible that have been touched by others. Staff advised to wash/sanitise their hands thoroughly after touching any items</li> </ol>				
<b>Staff movement around the school</b>	Resulting in indirect transmission of the virus	Staff	<ol style="list-style-type: none"> <li>1. Offices to be closed</li> <li>2. Only office staff (and SLT if essential) to enter the office</li> <li>3. Staff advised to maintain social distancing around the school when outside of the office area.</li> <li>4. Although masks are not compulsory, staff can wear masks if they wish to when moving around the school</li> </ol>				