



COVID-19 RISK ASSESSMENT – Offices & Staffroom

ALL RISK ASSESSMENTS ARE REVIEWED WEEKLY EACH WEDNESDAY + WHEN NEED ARISES

KEY

Black-March 2020 Red- Sept 2020/Jan 21 Blue-March 8th March 29, 2021 18.05.21

Activity being Risk Assessed:		Offices, Staffroom, toilets, keys and deliveries				
What are the hazards	Who might be harmed & how	What are we already doing	Do we need to do anything else to manage the risk	Action by whom	Action by when	Date done
Front Office	All staff	Office reconfiguration to minimise contamination between vulnerable groups Admin Asst to deal with anyone presenting at main entrance via new porch Admin Asst to answer all calls Staff requiring assistance from the Office are to remain outside (2 meter distance)	SBM to sit at desk by windows Admin Asst. to sit at desk opposite doorway If directed to SBM, door closed, and call put on speaker phone Office and SLT bubble protected / access only No staff to enter office other than Head, SBM and Admin Assistant. All other staff to use reception wind in porch 1 person in office at any one time BM/Admin to work from home where possible Face coverings must be worn in corridors and tight spaces – all visitors must continue to wear face masks at all times	Admin staff	Ongoing	05.11.2020 1.1.21
Spare Keys	All staff	Restricting access to the office and key storage	Personnel only to request key from Office staff Office staff to sanitise when handing out/returning to key safe	All staff	Ongoing	

Heads Office	All staff	Door to be kept open to visual access – if closed please respect confidentiality and report to office	No access to Heads office other than Admin staff and SLT – private appointments only	All staff	Ongoing	
Staff toilets	All staff	Ruby staff to use staff toilet in EYFS building Diamond, Sapphire and Topaz to use staffroom toilet Admin staff and SLT to use Head's en-suite	All staff to wipe down surfaces touched with wipes provided in each toilet	All staff	Ongoing	
Staffroom	All staff	All staff to adhere to the KS1/KS2 bubble restrictions at all times	HLTA predominantly in KS2 bubble aside from Thurs when covering Ruby/Diamond PPA Enhanced cleaning – all staff to be responsible for wiping down all areas used before leaving the room All staff expected to bring in their own resources e.g. mug, plate and utensils to avoid cross contamination – no need for dishwasher Pre-planned visitors to be notified of drinks protocol and alternative provision will be provided where appropriate Staff to use separate areas at break and lunchtime (Sunshine room KS1 / Staffroom KS2) Reminder to staff re time in staff room to be limited	All staff	Ongoing	05.11.2020 29/3/21
Orders & Deliveries	Food deliveries	All deliveries to be made via the green gate (in and out)	Cook to notify suppliers of new routine	TSLC		
	School orders	Orders to be stored in Hall for 48 hrs – FK to check against order and distribute at earliest opportunity	No staff other than FK to open packaging	All staff	Ongoing	

This Risk Assessment has been written in line with Oxfordshire County Council and OCC H&S advice and in conjunction with the NAHT and combined NEU, GMB, UNISON and Unite Checklist for September guidance