

Catalyst Academies Trust	RISK ASSESSMENT FORM- Office						Form Number: HSF003 Version: 1.0 Date: Jan 2013 Procedure: HSP 5.0
Location/Site: Catalyst Schools- Quarry Hill Academy OFFICES			Date of Assessment: 19 th May 2020		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
Lack of social distancing in the office	Resulting in direct transmission of the virus	Children Staff Families Wider Community	<ol style="list-style-type: none"> 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. Only the minimum number of office staff will be in at one time, other members will be working from home 4. Desks are organised so that there is a minimum of 2m between office staff 5. The front of the school will remain locked so parents or visitors will not be able to come into the office 6. Remove excess furniture to increase space if required 7. Staff members work at their own desk only 8. Staff do not share resources, e.g. staplers, phones etc. 9. Children will not come to the office, registers will be left outside the classroom and collected by one member of staff only 10. Tape marking set out to ensure distance in reception area for school staff to speak to office staff 	We are trying to sort doing registers on sims.			
Contact of shared resources	resulting in indirect transmission of the virus	Children Staff Families Wider Community	<ol style="list-style-type: none"> 1. Any resources for staff will be placed in Reception area for collection 2. Items for the office will left on top of the desk 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 closed2. Only office staff (and SLT if essential) to enter the office				
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