

Catalyst Academies Trust	RISK ASSESSMENT FORM- Office This must be read in conjunction with the whole school risk assessment						
Location/Site: Catalyst Schools- Quarry Hill Academy OFFICES		Date of Assessment: 1 st September 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
Closed to all public	Risk of direct transmission of the virus	Staff Wider community	<ol style="list-style-type: none"> Office closed to all members of the public. Access to admin team limited to email or telephone only Doors remain closed – barriers up to remind parents not to enter; admin team may go out to collect post/paperwork if needed. Sanitise hands immediately after handing any paperwork. 				
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"> Only members of the office staff or SLT, if essential, will be in the office All contact from others will be via telephone or email Only the minimum number of office staff will be in at one time, other members will be working from home Desks are organised so that there is a minimum of 2m between office staff The front of the school will remain locked so parents or visitors will not be able to come into the office Remove excess furniture to increase space if required Staff members work at their own desk only Staff do not share resources, e.g. staplers, phones etc. Children will not come to the office, registers will be left outside the classroom and collected by one member of staff only 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	Children Staff Families	<ol style="list-style-type: none"> Any resources for staff will be placed in Reception area for collection Items for the office will left on top of the 				

	transmission of the virus	Wider Community	<p>desk in the reception area</p> <ol style="list-style-type: none"> 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 closed 2. Only office staff (and SLT if essential) to enter the office 3. Staff to maintain social distance outside of bubbles as moving around the school 				