

| Catalyst Academies Trust | RISK ASSESSMENT FORM- Office | | | | | | |
|--|---|--|--|-----------------------------------|------------------------|----------------|-----------|
| Location/Site: Catalyst Schools- Quarry Hill Academy OFFICES | | | Date of Assessment: 8th March 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 |
| Closed to all public | Risk of direct transmission of the virus | Staff Wider community | <ol style="list-style-type: none"> 1. Office closed to all members of the public. 2. Access to admin team limited to email or telephone only 3. Doors remain closed – barriers up to remind parents not to enter; admin team may go out to collect post/paperwork if needed. 4. 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"> 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. Desks are organised so that there is a minimum of 2m 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. Remove excess furniture to increase space if required 6. Staff members work at their own desk only 7. Staff do not share resources, e.g. staplers, phones etc. 8. Children will not come into the office, phones will be left outside the office door and collected by one member of staff only 9. Tape marking set out to ensure distance in reception area for school staff to speak to office staff | | | | |
| 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 | | | | |

| | | | | | | | |
|---|--|---|--|---|-----|--|--|
| | | | <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 4. All adults to wear face masks whilst in communal areas | | | | |
| Lateral Flow Device – Staff Testing for Covid 19 | Identifying positive cases resulting in direct transmission of the virus | Staff Children Parents Wider Community | <ol style="list-style-type: none"> 1. All staff on site test twice weekly using LFD kits (every Sunday and Wed) 2. Results are submitted via Forms to school and to the NHS 3. Logs of results are printed and kept in folder every Monday and Thursday 4. When kits are distributed, the distributor will wear gloves and masks. All stakeholders to sign receipt of test. Log of collection to be printed and kept in folder every 3/4 weeks. 5. Covid Test co-ordinator to monitor and ensure all staff test twice weekly and report accordingly | Covid test co-ordinator to keep track of test kits and ensure replacements are received in good time. | SLT | | |