



WHOLE SCHOOL MANAGEMENT OF HEALTH AND SAFETY
Office Spaces



Risk Assessment for the full re-opening of school during the Coronavirus (COVID-19) pandemic

Date of this assessment: 8th March 2021

Name of competent person completing this assessment: Lynette Clapham (Executive Head)

Name of person(s) assisting with this assessment: Eleanor Monnery (Senior Assistant Head) Ruby Hanif, Steph Canning, Hannah Kershaw (Assistant Heads), Danielle Clifford (Operations Manager)

Name of person(s) or year group(s) affected: Staff working in Office spaces in school

This Risk Assessment has been reviewed by the Chair of Governors, Head of School and Executive Head Teacher			
Chair of Governors		Executive Head Teacher	

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Identification of Hazard	Risk Rating prior to action	Control Measures	Risk Rating following action	HoS and SLT Review	EHT Review
1) Staff, Pupil & Visitor Contact					
How will contact between staff in school and staff in the office be minimised?	H	<ul style="list-style-type: none"> ▪ Only staff working in the office are authorised to enter. ▪ Staff communication with the office team will be via Google, Meet, Google Hangout, Email or class telephone. ▪ Should a member of staff need to visit the office in an emergency, they will communicate through the glass screen. ▪ First Aid packs can be left at the office for office staff to replenish them. ▪ Staff in the office and designated offices spaces will have their lunch within this space. 	L	EM/DC	LC
How will contact between pupils in school and staff in the office be minimised?	H	<ul style="list-style-type: none"> ▪ Pupils are not permitted to visit the office or leave their class bubble without an adult. ▪ Children who are late to school will need to wait with their parent outside the office door until they are instructed to enter the building where an adult from their bubble will collect them. 	L	EM/DC	LC
How will contact between parents in school and staff in the office be minimised?	H	<ul style="list-style-type: none"> ▪ Parents are not permitted to enter the school building. ▪ Communication between home and school will be carried out either on email or by telephone ▪ If a parent arrives at the door, they will be spoken to through the intercom system. ▪ Parents will book places at breakfast club or after school clubs via google forms or by telephoning the office. 	L	EM/DC	LC
How will contact between visitors in school and staff in the office be minimised?	H	<ul style="list-style-type: none"> ▪ Only essential visits can visit school during school hours. Visits are by appointment only and must be approved by the HoS. ▪ Visitors to school are instructed to complete a contact form in respect Track and Trace. ▪ Visitors cannot move beyond the entrance areas without sanitising their hands first. 	L	EM/DC	LC

		<ul style="list-style-type: none"> ▪ Visitors to the building are asked to confirm that they are well and no one in their household is exhibiting covid-19 symptoms. ▪ Wherever possible, all building and maintenance work should take place outside normal school hours, to help to reduce contact and minimise transmission. ▪ On entry to the building, visitors will be briefed on our control measure procedures. ▪ Visitors and maintenance workers will wear a mask 			
How is contact minimised between staff and pupils working in other office spaces in school?	H	<ul style="list-style-type: none"> ▪ Attendance Office works alone in an office. Communication is via phone, Google Meet, Google Hangout or email. ▪ EHT, HoS and AHTs are split up and work along in the following spaces: Heads Office, Old Deputies Office, SLT Office, Library, Nurture Room ▪ Members of the Central SEND team work from home as much as possible and visit school for essential visits only. Their visits to school are booked in advance and they must only visit one classroom space within a 24 hour period. ▪ All office spaces have hand sanitiser in them. They sanitise as they leave and re-enter the space they are working in. 	L	EM/DC	LC
2) Hygiene					
How will the office team exercise good hygiene?	M	<ul style="list-style-type: none"> ▪ The office has running water and a supply of hand soap. ▪ Each desk as anti-bacterial gel. ▪ Anti-bacterial wipes are by each phone for additional touch point wiping. ▪ Signs are in place to remind staff of regular hand washing ▪ If office staff have to leave their office, they will sanitise their hands as they leave and again as they re-enter the office space. ▪ Hand gel levels are checked and replenished daily. ▪ 'Catch/Bin/Kill' posters are displayed around school, and all office spaces have bins for the disposal of tissues. ▪ 	L	EM/DC	LC
How will the office spaces be well ventilated?	M	<ul style="list-style-type: none"> ▪ All windows in office spaces will remain open. ▪ If it is raining, the office windows can be closed to but need to remain open. ▪ The doors between the front of back office will remain closed. 	L	EM/DC	LC

3) Covid Procedures					
What procedure is in place if a child or adult becomes unwell with Covid-19 symptoms whilst at school?	H	<ul style="list-style-type: none"> ▪ Anyone who develops symptoms of COVID-19 whilst in school will immediately be isolated in the isolation room. ▪ SLT will be notified via a dedicated WhatsApp group. ▪ The member of staff supporting will put on full PPE before entering the room. ▪ Their symptoms will be monitored for 10 – 20 minutes. ▪ Pupils' parents will be contacted and asked to collect their child from school as soon as possible. ▪ On collection the parents will be told to book a Covid test for their as soon as possible and self-isolate whilst they do this. ▪ They will be asked to confirm the test outcome to school. ▪ Once the child has left, the isolation room will be cleaned and a sign placed on the door to confirm that this has been done. ▪ A flow chart has been produced to help everyone understand this procedure. 	L	EM/DC	LC
What procedure is in place if an adult or child tests positive for Covid-19?	H	<ul style="list-style-type: none"> ▪ The Head of School will notify the Executive Headteacher who will contact PHE quoting the appropriate reference number. They will then contact Bradford Council ▪ The school will cooperate fully with Public Health England recommendations. ▪ Anyone with a positive test result will be instructed to stay at home. They should follow the Government guidance and remain at home for 10 days ▪ They will be allowed to return to school at the end of the isolation period providing they have not had a temperature for two consecutive days. ▪ When someone tests positive, we will remind them that anyone in their household will also be required to self-isolate and get tested if they display symptoms. 	L	EM/DC	LC
4) Cleaning					
How regularly are classroom and office areas cleaned?	M	<ul style="list-style-type: none"> ▪ Office spaces are thoroughly cleaned at the end of each day. 	L	EM/DC	LC

		<ul style="list-style-type: none"> ▪ In addition, a touch point clean takes place each lunchtime. This includes the cleaning of toilets. Staff stand aside so that cleaning procedures can take place. ▪ Each classroom is provided with Anti-Bacterial spray and cloths allowing staff to wipe down surfaces and touch points as often as they feel needed. ▪ Pedal bins are emptied daily or more often if needed. ▪ A deep clean timetable is in place. Classrooms are deep cleaned on a rota basis. 			
Are cleaning products used effective and fit for purpose?	M	<ul style="list-style-type: none"> ▪ Selgiene extreme, Anti bac spray Bio products are used to clean surface areas. ▪ Office spaces are cleaned daily with an additional touch point clean at lunchtime. ▪ FM Management are contracted to carry out cleaning in school. Their staff have received additional training. 	L	EM/DC	LC
5) First Aid of Staff feeling unwell					
How will staff be supported who need first aid or feel unwell?	M	<ul style="list-style-type: none"> ▪ If a member of staff feels unwell or needs first aid they should notify a member of SLT via telephone. A first aider will then be arranged to support. ▪ Both the West Wing and Main Building have designated First Aid Areas. ▪ The school will follow guidance on the use of PPE. PPE is available for staff who choose to wear this, where close contact needs to take place in order to administer First Aid. ▪ PPE will be worn if a child already has routine intimate care needs. ▪ PPE is situated outside the First Aid rooms. ▪ Adults will continue to be trained on the correct use of PPE. ▪ Details of first aiders can be found on posters which are displayed around school. 	L	EM/DC	LC