

## OFFICE RISK ASSESSMENT

Cavendish Close Infant and Nursery School – May 2020

HAZARD	RISK GROUP	RISK	<b>CONTROL MEASURES</b> (Describe the existing workplace precautions and risk control systems in place)	Residual Risk Rating HIGH MED LOW	Are Existing Controls Adequate?	
					Yes	No*
Awareness of policies and procedures	Office Staff	Inadequate information	<ul style="list-style-type: none"> <li>• All staff to be made aware of all relevant policies and procedures.</li> <li>• Staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>• The school keeps up-to-date with advice issued by, but not limited to, the following:               <ul style="list-style-type: none"> <li>➢ DfE (Department for Education)</li> <li>➢ NHS (National Health Service)</li> <li>➢ Department for Health and Social Care</li> <li>➢ PHE (Public Health England)</li> </ul> </li> <li>• Staff are made aware of the school's infection control procedures in relation to coronavirus via email or meetings and must contact the school as soon as possible if they believe they may have been exposed to coronavirus.</li> </ul>	Low	<b>Yes</b>	
Poor hygiene practice	Office Staff	Ill Health	<ul style="list-style-type: none"> <li>• Posters are displayed throughout the building reminding staff to wash their hands, e.g. before entering and leaving the school.</li> <li>• Staff are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance.</li> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas.</li> </ul>	Low	<b>Yes</b>	

			<ul style="list-style-type: none"> <li>• Staff must wash their hands before and after visiting the toilet.</li> <li>• Staff must wash their hands prior to eating and drinking.</li> </ul>			
Spread of infection DSE	Office Staff	Infection Control	<ul style="list-style-type: none"> <li>• No sharing of desks permitted or equipment.</li> <li>• Staff must not ask to borrow equipment from the office.</li> <li>• Where equipment needs to be shared, e.g. the kettle, it must be wiped after use. Staff wash their own pots and make their own drinks.</li> <li>• Desks must be at least 2 metres apart or persons must be seated at least 2 metres apart. Implement a rota system as this is not possible: Office Capacity – 1 staff member.</li> <li>• Desks to be cleared and equipment to be cleaned after each day.</li> <li>• Staff must not send printing to the office. It must be sent to the reprographics room.</li> </ul>	Med	Yes	
Poor management of infectious diseases	Office Staff	Lack of infection control	<ul style="list-style-type: none"> <li>• Everyone is instructed to monitor themselves and others and look out for similar symptoms if a staff member has been sent home with suspected coronavirus.</li> <li>• Staff are vigilant and report concerns about their own, a colleague's or other's symptoms to the Headteacher or SLT as soon as possible.</li> <li>• The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</li> <li>• Staff inform the headteacher when they plan to return to work after having coronavirus.</li> </ul>	Low	Yes	
Social Distancing	Office Staff	Infection Control	<ul style="list-style-type: none"> <li>• Staff under no circumstances must work in close proximity to each other.</li> <li>• They must ensure they keep to social distancing at all times (at least 2 metres)</li> </ul>	Low	Yes	

			<ul style="list-style-type: none"><li>• Staff should ensure when using the rest areas a staggered system is used to prevent close proximity of persons.</li></ul>			
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