

SCHOOL Greenvale			Risk Assessment No	008	
Topic:	SCHOOL OFFICE SPACE / RECEPTION		People at Risk:	Employees, Pupils, Visitors, Contractors, Delivery Persons	
Assessment carried out by:	Ann Sharp / Bill Poore	Date:	April 2021	Date of Review:	Every half term/ Ongoing

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
<p>Contracting Corona Virus How: Office and Reception staff being exposed to the virus due to lack of social distancing from others / coming into contact with the virus from touching an infected surface including parcels / packages</p>	<p>Office staff have a staggered arrival and departure times which reduces the amount of staff in the office.</p> <p>Other school staff not entering the office environment.</p> <p>Hand washing facilities close by and sanitiser available.</p> <p>Workstations may be shared with others. If required to share – the complete workstation is sanitised after use (chair/ desk/ keyboard/ mouse/ phone/ entry switches/ screen etc)</p> <p>Staff have allocated desks and will speak to staff behind glass or Perspex panel.</p> <p>Perspex screen installed at Office desks. Staff asked to move desk so that space is ensured. Bursars desk has been rotated</p>	H	<p>In reception some desks and equipment will be used by different staff for part of the week. At end of and start of day office staff to wipe all equipment with wipes. Ensure appropriate cleaning product / wipes are available. Purchase if necessary and ensure ongoing supply</p> <p>Signs in place at all computer stations. Screen wipes, roll and spray available in all locations.</p> <p>Unlocked door from waiting area to corridor so that staff can easily access the office hatch.</p> <p>Bursar and SAO to work upstairs limiting office staff to 4. Office numbers restricted to 6 at any one time.</p> <p>During the lockdown numbers are restricted in the offices.</p> <p>For return to school room occupancies have been reviewed and new notices placed on room doors. Staff reminded to adhere to this.</p>	<p>SBM/ FM Completed</p> <p>Reviewed March 21</p> <p>Reviewed April 21</p>	L

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
	<p>Office staff to restrict the numbers of visitors permitted into the Reception area. Staff have been asked to phone reception / offices with any queries or use the reception window.</p> <p>Keep office and reception area as well ventilated as possible.</p> <p>Limited numbers of school staff permitted to enter office / reception area –signage in place to remind of this.</p> <p>Staff to go to the reception window or telephone the office.</p> <p>Reception staff inform any visitors to sign in at the visit ed console. Ensure the console is wiped regularly</p> <p>Parcels are delivered to the Bouygues office and brought the toilet off the hydro corridor and not be opened for 24 hours if possible. If goods required immediately, staff to wear PPE (gloves) and wash hands immediately after.</p> <p>SLT Office 50% of the team have been relocated to meeting room 2</p> <p>Therapy office staff will distribute work stations to facilitate social distance measures. ICT room is also available.</p>		<p>Ensure regular visitors no longer need to request an id badge / access control card. During the pandemic agreed they can keep them until further notice</p> <p>Box in place for keys that are regularly requested from the office. Staff are reminded to sanitise the keys.</p> <p>Therapists have all been given passes to keep to avoid passing between staff.</p> <p>Staff to distance / use IT room to space out. Allow Teachers to use PPA time by working from home where possible.</p> <p>Add the Food Tech room to a social room for staff so that they can socially distance.</p> <p>.</p> <p>Therapy staff to do paperwork at home or in kaleidoscope rather than therapy office.</p> <p>Therapy staff can work in the IT room if there is sufficient space.</p> <p>Staff to Risk Assess rooms for overcrowding and additional spaces have been made where staff can work and social distancing is possible.</p>		

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
	<p>Medical room will have restricted access.</p> <p>Teacher prep room restrict numbers / restrict desk space social distance measures.</p> <p>Teachers will work from home for PPA time. ICT room is also available.</p> <p>Staff room and staff quiet room as above</p> <p>Staff can now eat in other upstairs rooms at lunch time to allow for additional spacing</p>		<p>Medical Room (unless seeking emergency meds) and Therapy office – Staff to call rather than go in person; or knock and wait before entering rooms</p> <p>Cleaning wipes roll and cleaning fluids available in all rooms.</p> <p>All rooms upstairs have maximum occupancy signs in place. <i>Reviewed March 21</i> March 2021</p> <p>Any additional furniture such as seats is removed or taped so it cannot be used.</p>		
<p>Infectious Disease How: Staff becoming infected with the virus due to insufficient cleaning / sanitising of the office / reception area.</p>	<p>Bouygues Cleaning staff to thoroughly clean the office and reception area every day.</p> <p>Bouygues On site cleaner to clean and sanitise reception area regularly.</p> <p>Office and reception staff to regularly wash hands / sanitise.</p> <p>Office staff to call Bouygues Premises staff if they have any concerns.</p> <p>Contact areas within the office / reception areas (door handles / light switches / entry phones / desks regularly sanitised</p>	M	<p>Ongoing communication and liaison with Bouygues staff</p> <p>Additional time at the end of the day is used for additional cleaning of classrooms.</p> <p>Staff reminded to clean touch points regularly.</p>	<p>SBM / FM June 20 <i>Reviewed April 21</i></p>	L

Signed: *Lynne Haines*

Role:

Headteacher

Date: March 2021