

# Woodhouse Primary Academy – INFECTIOUS DISEASES COVID-19

## Office Staff Risk Assessment: September 2020

Completed by Oliver Wilson and Karen Kennedy: 13.7.2020

Significant Hazards	Persons Affected	Controls	Risk Rating	Action Required	Action By & Date
Awareness of policies and procedures	Office Staff	<ul style="list-style-type: none"> <li>All staff to be made aware of all relevant policies and procedures.</li> <li>Staff receives 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	None	
Poor hygiene practice	Office Staff	<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> <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>	Low	None	

<p>Spread of infection DSE</p>	<p>Office Staff</p>	<ul style="list-style-type: none"> <li>• No sharing of desks permitted.</li> <li>• No sharing of equipment, especially phone handsets.</li> <li>• If equipment is shared it must be wiped down with a disinfectant before and after use.</li> <li>• Desks must be at least 2 metres apart or persons must be seated at least 2 metres apart, and remain 2 metres apart.</li> <li>• Desks are side to side, not facing each other.</li> <li>• Desks and equipment to be cleaned after each day.</li> </ul>	<p>Low</p>	<p>None</p>	
<p>Poor management of infectious diseases</p>	<p>Office Staff</p>	<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>	<p>Low</p>	<p>None</p>	
<p>Social Distancing</p>	<p>Office Staff</p>	<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> <li>• Staff should ensure when using the rest areas a staggered system is used to prevent close proximity of persons.</li> <li>• Tape at doorway to remind staff and children not to enter the office. Pass items via an item of furniture, rather than directly wherever possible.</li> <li>• Parents will use phone/email to communicate with office.</li> </ul>	<p>Low</p>	<p>None</p>	