

Specific Risk Assessment: Office CFS

Key Issue	How it will work	Measures to Implement	Risk Assessment
School Drop Off and Pick up via the main entrance in the morning adjacent to school office	<p>Families and staff will be given clear instructions about where to enter the premises, (which will be at different locations for different groups)</p> <p>Children arriving at school by taxi, the children will be greeted by Mrs Steele, they will enter via the main door and Mrs Steele will take them to their class groups.</p> <p>Parents of any Key worker children arriving at school via the main will not enter the building. The children will enter the building via the main door and will make their way to the Computing Room.</p> <p>At pick up, the key worker children will be brought into the hall foyer for a story. As Parents arrive, Year 3/4 staff will call out each child by name and will let them out of school at a safe distance.</p>	<p>No adults to enter the building upon drop off/pick up.</p> <p>We ask that only 1 adult brings their child/children to school and wherever possible siblings remain at home if it is safe – although we recognise this may not be possible for all families. This adult will maintain a safe 2m social distance from the school entrance.</p> <p>Parents will not be allowed to gather outside the main entrance.</p>	<p>15 minutes staggered entry.</p> <p>No gathering outside the main entrance</p> <p>Main entrance allocated drop off point for taxi and Key Worker children only</p>
Communication from Parents	<p>All communication from parents will be strongly encouraged to take place over the phone or via email wherever possible.</p> <p>Where this is not possible e.g. handing over medicines or medical forms etc. Parents should place any items on table; communicate with office staff from a safe distance (2m). Office staff will then collect and check information handed over.</p>	<p>Parents to receive information relating to communication via phone/email unless absolutely necessary.</p> <p>Office staff to wash hands after handling any medicines.</p>	<p>All office following these procedures</p>
Use of office stationary & equipment	<p>Use of office equipment by staff other than admin staff should be limited wherever possible e.g. pens, stapler, hole punch etc.</p>	<p>A separate pot of pens will be available in the office for taking messages etc. in the event of office admin team not being present to answer the phone/deal with a parent/carer.</p>	<p>Admin team responsible for keeping own office equipment clean and use sanitiser to wipe over any equipment loaned to staff</p>
Use of the office phone	<p>As the main phone line in and out of school, the office phone is accessible to all staff.</p>	<p>Sanitiser available for office admin team to use on handle and phone key pad following use by other staff.</p>	<p>Admin team responsible for use of sanitiser to wipe over the phone following other staff use</p>
Use of workspace by other staff E.g. SLT	<p>SLT will only work in the office if necessary to work alongside the office admin team.</p> <p>In the event of office admin and 1 member of staff sharing the workspace, both staff members will work side by side and desks/chairs will not face each other.</p>	<p>Other staff to work in designated space alternative to the school office for the majority of the time.</p> <p>If necessary to complete job role, only 1 member of staff to work in office alongside office admin team at any one time and to be positioned adjacent to office admin and as far apart as space allows.</p>	<p>Office and SLT staff to adhere to working arrangements</p>

Staff accessing photocopier/ records/files etc based in office	Staff are able to access the photocopier and files etc. based in the office when needed.	Staff not to congregate in office. If they need to access resources they should do so and leave the office as soon as they are done.	Office and other staff to adhere to working arrangements
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