

Assessment Title:



Ref.

Number

Working in office environments during the Covid-19 pandemic
To be used in conjunction with TLA office environment risk assessments in place in Sept 2020
(Once this risk assessment is completed it is likely to lead to a significant reduction in the number of people who can be in the work place at any one time – with arrangements needing to be made to allow for this)

School Name:

TNCP Cluster Team

School Address:

Office base: Temple Learning Academy, Neville Road, Leeds, LS15 0NW

Date Assessment Undertaken:

30th July 2020

Name of Assessor (print):

Gemma Sargeant/ Lisa Oxley

Assessor Signature:

G. Sargeant/L. Oxley

Assessment Review Date:

Every time Government guidance is reviewed
e.g local lockdown in Kirklees

Name of Head Teacher / Centre Manager (print):

Lisa Oxley

Head Teacher / Centre Manager Signature:

L. Oxley

Name of Chair of Governors (print):

N/A

Chair of Governors Signature:

N/A

Main Legislation and/or
Information Source:

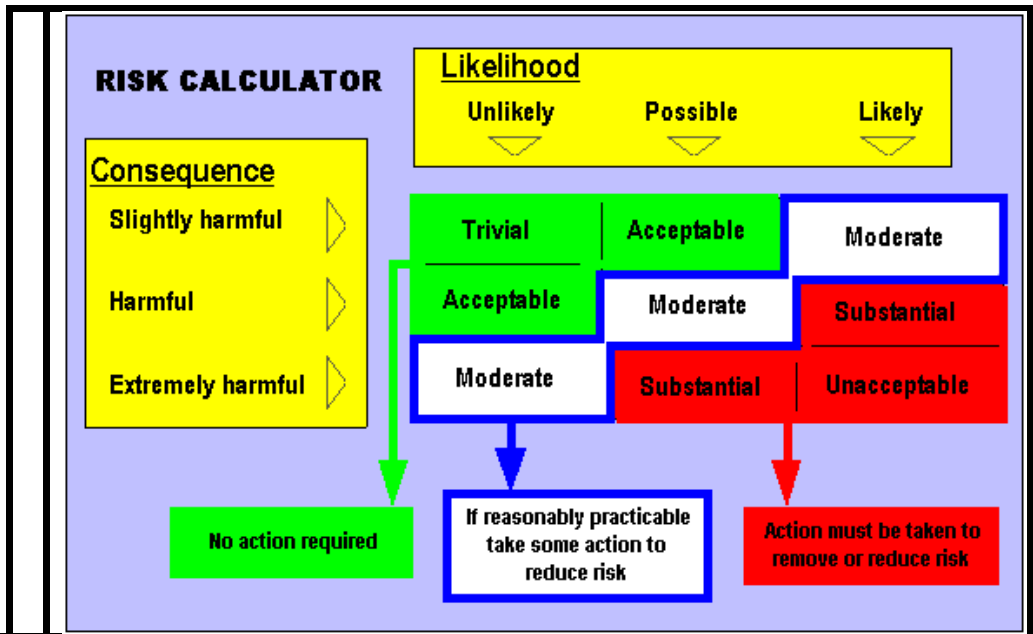
- Health & Safety at Work Act 1974.
- Management of H & S at Work Regulations 1999.

Guidance:

--

This is a **SAMPLE** risk assessment and will remain so unless the following criteria are satisfied:

1. The boxes highlighted in grey above must be completed with the required details.
2. LCC no longer requires a Chair of Governors signature. Your own Educational Visits Policy might – therefore check.
3. The Ref number can be the EVOLVE visit number if this is for Educational Visits.
4. The signature boxes may be typed when uploading to EVOLVE.
5. The control measures identified below **MUST** be either complied with **or AMENDED** to reflect the establishment's control measures.
6. The initials of the person(s) responsible for implementing the control measures **MUST** be entered into 'Control Measures' column.
7. Once criteria 1-5 have been satisfied, you should remove the 'Sample' watermark. **FORMAT-BACKGROUND-PRINTED WATERMARK** and choose the option that says 'No Watermark' or 'Page Layout' – 'Watermark' – 'Remove Watermark'.



Hazard Observed	Who may be harmed?	Risk rating before controls Consequence x Likelihood =	Control Measures	Risk rating after controls Consequence x Likelihood =	Control measures by: Initial
<p>Those working in/ using office environments may be at risk of exposure to infected persons, surfaces and equipment, which has the potential of contracting and/ or passing on coronavirus</p>	<p>Staff Pupils Visitors</p>	<p>Substantial</p>	<ul style="list-style-type: none"> • Put measures in place to restrict the number of persons in the office/ working environment at any one time in order to allow for adequate 2 metre social distancing • Physical contact should always be avoided and 2 metre social distancing guidelines to be adhered to • Office/ working environments to be well ventilated at all times (doors/ windows open where practical) • Ensure personal items (jackets, coats, bags, scarves etc) are stored separately from other colleagues to avoid cross contamination • Limit personal items being brought in from home to essential items only (item's such as lunch boxes, water bottles must be taken home and thoroughly cleaned each night • Avoid sharing office equipment/ stationary • All office equipment that must be shared e.g. laminator, photocopier, printer must be cleaned with anti-bacterial wipes before and after every use • Avoid use of office phone and use work mobiles as a preference, if office phone must be used then it should be cleaned with anti-bacterial wipes before and after every use • Adapt the workplace so that desks are not facing each other and to ensure 2 metre social distancing can be maintained at all times • Office/ working environments should be subject to regular routine cleaning (TLA cleaning staff/all of Cluster team) • Laptops and IT equipment to be regularly wiped down with anti-bacterial wipes/ Laptops/ IT equipment not to be shared with other colleagues • Mobile phones to be regularly wiped down with anti-bacterial wipes/ mobile phones not to be shared with other colleagues • Toilets and welfare facilities to be regularly cleaned by school cleaning staff throughout the day • Staff considered vulnerable due to medical needs/ pregnancy for example, should inform 	<p>Acceptable</p>	<p>GS/ LO</p>

			<p>their line manager as additional and specific risk assessments will be required</p> <ul style="list-style-type: none"> Working from home/ flexible working requirements should be considered for all staff depending on their individual circumstances during the pandemic First aiders to be supported in their role due to new Covid19 measures in place. Additional and/ or refresher training to be considered If anyone using the office/ working environment develops symptoms of Covid-19 they must go home/ not come into the office, alert their line manager who will inform HR, take a test, isolate for 10 days (or whatever the Government guidance is at the time) and not return to work until they are fit to do so. Other colleagues do not need to isolate themselves unless they experience symptoms of Covid-19 If anyone using the office/workplace lives in an area that is subject to a local lockdown a risk assessment will be completed by Red Kite and management team to establish safe working practice and if it is appropriate to work face to face with children/families. It is likely that staff will be required to work from home an offer remote support as an alternative 		
<p>Personal hygiene - Inadequate personal hygiene standards pose a risk of contracting the infection and cross contamination via surfaces/ physical contact</p>	<p>Staff Pupils Visitors</p>	<p>Substantial</p>	<ul style="list-style-type: none"> Avoid touching your eyes, nose and mouth as much as possible Tissues should be used to cough or sneeze into, tissues should then be disposed of into a lidded bin. If tissues are not available, then coughs and sneezes should be into the crook of your elbow – clothing should be replaced if this is the case Staff/ users of the office/ work environment should wash their hands frequently. Soap and water should be used as a preference for at least 20 seconds. If it is not possible to access soap and water, then an alcohol based hand sanitiser should be used Clothes should be changed and washed at the end of each working day or when possible contamination has occurred e.g. If someone has sneezed on you 	<p>Acceptable</p>	<p>GS/ LO</p>

Hazard Observed	Who may be harmed?	Risk rating before controls Consequence x Likelihood =	Control Measures	Risk rating after controls Consequence x Likelihood =	Control measures by: Initial
------------------------	---------------------------	--	-------------------------	---	--

Use of Personal Protective Equipment (PPE) – Lack of proper use of PPE increases risk of transfer of the virus via cross contamination	Staff Pupils Visitors	Substantial	<ul style="list-style-type: none"> Supplies of PPE are in stock or can be acquired readily in cases of shortage Employees have ready access to PPE and aware of how to use it Please note Government guidance does not deem PPE necessary in schools and education settings 	Acceptable	GS/ LO
Accessing and leaving the building/ office/ work environment - Potential risk of transfer of the virus via cross contamination	Staff Pupils Visitors	Substantial	<ul style="list-style-type: none"> Adhere to all TLA Covid-19 policies, procedures and risk assessments whilst arriving, leaving and moving around the building 	Acceptable	GS/ LO
Visitors and contractors - Potential risk of transfer of the virus via cross contamination	Staff Pupils Visitors	Substantial	<ul style="list-style-type: none"> Adhere to all TLA Covid-19 policies, procedures and risk assessments in regards to visitors and contractors 	Acceptable	GS/ LO
Passenger lifts - Potential risk of transfer of the virus via cross contamination	Staff Pupils Visitors	Substantial	<ul style="list-style-type: none"> Lifts should be subject to regular routine cleaning by TLA cleaning staff Staff/ visitors should be encouraged to use stairs wherever possible Hands should be washed before and after use Users should face away from each other or use a face mask 	Acceptable	GS/ LO
Communal food and drink preparation areas – Potential risk of transfer of the virus via cross contamination	Staff Pupils Visitors	Substantial	<ul style="list-style-type: none"> When food and drinks are being prepared ensure that good hygiene standards are maintained Where spills of food or liquids occur, users must ensure that the work surfaces are left in a clean and sanitised condition Only use own drinking mugs/ glasses to prevent cross contamination Do not place hands directly into food/ waste bins as there may be contaminated waste/ tissues inside Users of preparation areas are to wash their hands before and after use 	Acceptable	

			<ul style="list-style-type: none"> • Blue tissues should be used for drying rather than tea towels. If there is no alternative to tea towels then they must be replaced on a daily basis • Half eaten food products should be placed in a sealed wrapper, bag or container if being stored in the communal fridge • The microwave should be cleaned before and after every use • The fridge should be cleaned weekly • Cutlery and crockery must be thoroughly washed after each use and not left on work surfaces • Hands must be washed as soon as possible after eating and before returning to work stations • Food should only be consumed in designated areas and not at work stations/ desks (at round table in cluster office) 		GS/ LO
--	--	--	---	--	--------

SCHOOL/CENTRE IDENTIFIED ADDITIONAL RISK'S: -

Hazard Observed	Who may be harmed?	Risk rating before controls Consequence x Likelihood =	Control Measures	Risk rating after controls Consequence x Likelihood =	Control measures by: Initial
Waste materials - Potential risk of transfer of the virus via cross contamination	Staff Pupils Visitors	Substantial	<ul style="list-style-type: none"> • Waste bins to be provided at staff desk areas and within food/ drink preparation areas • Do not place hands inside bins to avoid contact with contaminated items • All waste bins to be emptied on a daily basis by cleaning staff, wearing suitable PPE 	Acceptable	GS/ LO
Meeting rooms/ intervention rooms - Potential risk of transfer of the virus via cross contamination	Staff Pupils Visitors	Substantial	<ul style="list-style-type: none"> • Meetings/ 1:1 interventions in enclosed spaces should only be undertaken when unavoidable and for essential business needs – alternatives via phone/ Microsoft Teams to be considered • Meetings in enclosed spaces should be kept as brief as possible • Those using meeting rooms should ensure that 2 metre social distancing is maintained at all times • Surfaces should be wiped down with anti-bacterial wipes before and after use 	Acceptable	GS/ LO