

Assessment Title:	 	Ref.	
	Working in office environments: Covid-19 pandemic (flexible home/ office working to continue)	Number	

School Name:	School Address:
TNCP Cluster Team	Office base: Meadowfield Primary School, Halton Moor Avenue, LS9 0JY

Date Assessment Undertaken:	Name of Assessor (print):	Assessor Signature:	Assessment Review Date:
30 th July 2020	Gemma Sargeant/ Lisa Oxley	<i>G. Sargeant/ L. Oxley</i>	Reviewed 23.10.2020, 3.11.2020, 6.1.2021, 27.1.2021, 12.03.2021, 14/05/2021, 05.08.2021

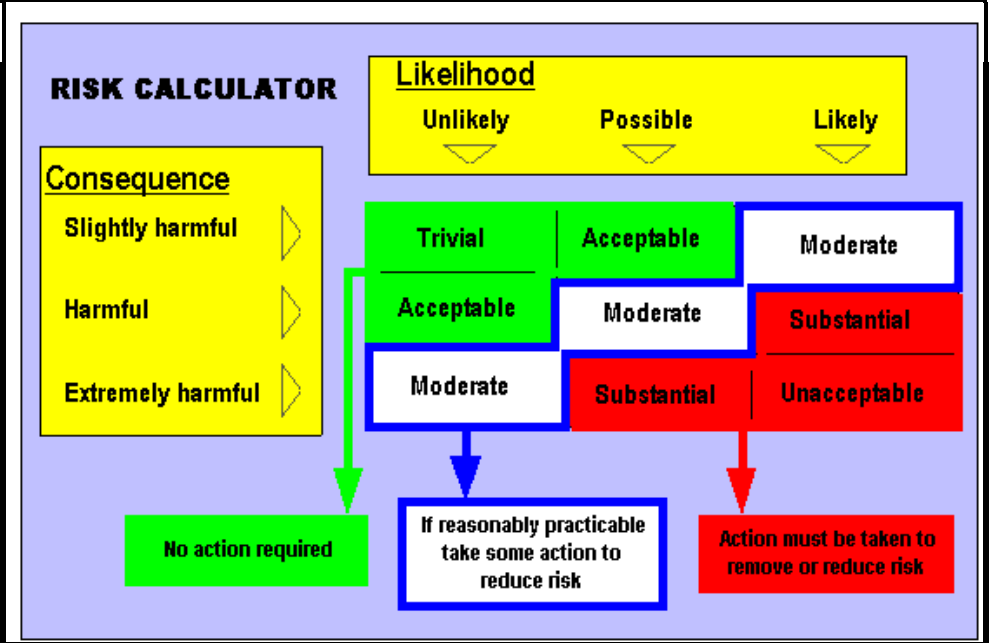
Name of Head Teacher / Centre Manager (print):	Head Teacher / Centre Manager Signature:	Name of Chair of Governors (print):	Chair of Governors Signature:
Lisa Oxley/ Gemma Sargeant	<i>L. Oxley/ G. Sargeant</i>	Cluster Chair: Caroline Johnson	N/A

Main Legislation and/or Information Source:	<ul style="list-style-type: none"> - Health & Safety at Work Act 1974. - Management of H & S at Work Regulations 1999.
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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"> • Flexible home/ office working to continue • 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 • 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/ stationery • All office equipment that must be shared e.g. laminator, photocopier, printer should be cleaned with anti-bacterial wipes regularly • 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 • Adapt the workplace so that staff can maintain social distancing • Office/ working environments should be subject to regular routine cleaning • 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 as per school cleaning schedule • Staff considered vulnerable due to medical needs/ pregnancy for example, should inform their line manager as additional and specific risk assessments will be required • 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 	<p>Acceptable</p>	<p>GS/ LO</p>

			<p>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.</p> <ul style="list-style-type: none"> Staff must adhere to all specific Government advice and guidance 		
<p>Personal hygiene</p> <p>-</p> <p>Inadequate personal hygiene standards pose a risk of contracting the infection and cross contamination via surfaces/ physical contact</p>	<p>Staff</p> <p>Pupils</p> <p>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. 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 anti bac hand sanitiser should be used LFD testing and results submitted via RKL T online portal to be undertaken twice weekly 	<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
<p>Use of Personal Protective Equipment (PPE)</p> <p>-</p> <p>Lack of proper use of PPE increases risk of transfer of the virus via cross contamination</p>	<p>Staff</p> <p>Pupils</p> <p>Visitors</p>	<p>Substantial</p>	<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 if felt necessary Please follow individual school guidance on use of PPE/ masks 	<p>Acceptable</p>	<p>GS/ LO</p>
<p>Accessing and leaving the building/ office/ work environment</p> <p>-</p> <p>Potential risk of transfer of the virus via cross contamination</p>	<p>Staff</p> <p>Pupils</p> <p>Visitors</p>	<p>Substantial</p>	<ul style="list-style-type: none"> Adhere to all host school Covid-19 policies, procedures and risk assessments whilst arriving, leaving and moving around the building Please follow individual school guidance on use of PPE/ masks 	<p>Acceptable</p>	<p>GS/ LO</p>
<p>Visitors and contractors</p> <p>-</p>	<p>Staff</p> <p>Pupils</p> <p>Visitors</p>	<p>Substantial</p>	<ul style="list-style-type: none"> Adhere to all host school Covid-19 policies, procedures and risk assessments in regards to visitors and contractors 	<p>Acceptable</p>	<p>GS/ LO</p>

Potential risk of transfer of the virus via cross contamination			<ul style="list-style-type: none"> COVID-19 health screening should be undertaken before meeting face to face with any children or families 		
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 host school cleaning staff where there is one 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 Users of preparation areas are to wash their hands before and after use 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 regularly The fridge should be cleaned regularly 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 Areas where food is consumed should be wiped down before and after use with anti-bacterial wipes. Hands should be washed before consumption of food 	Acceptable	GS/ LO

SCHOOL/CENTRE IDENTIFIED ADDITIONAL RISK'S: -

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Waste materials - Potential risk of transfer of the	Staff Pupils Visitors	Substantial	<ul style="list-style-type: none"> Waste lidded bins to be provided at staff desk areas and within food/ drink preparation areas 	Acceptable	GS/ LO

virus via cross contamination					
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 in enclosed spaces can now take place but please adhere to social distancing and ventilate rooms • 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 regularly • COVID-19 health screening should be undertaken before every session 	Acceptable	GS/LO