

Specific Risk Assessment: Office BFS

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 entering the school via the main entrance will be greeted by Reception Staff. Parents will not enter the building.</p> <p>At pick up, the Reception children will be grouped in the entrance foyer for a story. As Parents arrive, Reception 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 Reception 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. This work would be carried out at a safe social distance but due to the space constraints will not adhere to 2m recommendations. In the event of office admin and 1 member of SLT sharing the workspace, both staff members will work side by side and desks/chairs will not face each other.</p>	<p>SLT 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 SLT 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 filing cabinet/records/files etc based in office	<p>Staff are able to access the filing cabinet and files etc. based in the office when needed.</p>	<p>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.</p>	<p>Office and other staff to adhere to working arrangements</p>