

Introduction

This is a toolkit to support all Services keep people safe from the risk of COVID-19 whilst working. It is a requirement that Chief Officers will complete all sections where either:

- ✓ a service has been stopped and it is proposed to re-instate; OR
- ✓ there is an anticipated change to the way services are to be delivered during current restrictions

If you have previously completed risk assessments for these services, refer to them when completing this document.

The toolkit is set out as follows

1. Inspection Checklist
2. Risk Assessment
3. Action Plan
4. Comms

Where do you start?

This toolkit is structured to provide a logical thought process to follow where your area of business is changing:

Step 1 – Complete ACC COVID-19 Inspection Checklist

The inspection checklist will ask you to consider:

- Employees, social distancing and the impact of returning to work
- Travel, Access & Egress
- Cleaning and Hygiene Practices
- Building Safety

The completed inspection checklist will allow you to identify gaps where additional measures may be required.

Step 2 – Use the findings from your completed inspection form to complete the ACC COVID-19 Risk Assessment

The risk assessment is setup with the same four topics as the inspection form but delves into more detail on how you intend to mitigate the risk of each identified hazard. The information contained within this document is generic and you should tailor the document to be relevant to your service area and take into consideration any specific advice given. We've created a resource list that will allow you to quickly find the information you need from the relevant source.

Step 3 – Action Plan

Completing the inspection checklist and risk assessment will provide you with a list of different measures that you now need to implement. Now is the time to evaluate the practicality of implementing each measure and to determine how you will take the necessary steps to ensure they're in place.

Step 4 – Communication

Communication is key and there's a lot of change that your staff need to digest and consider before any change to service provision is implemented. Continuous communication throughout this process will demonstrate that you are putting staff safety at the heart of this process. You must communicate the risks and controls within your risk assessment directly to your staff and ensure that they understand exactly what is required from them and you.

Step 5 – Review

The information around COVID-19 changes on a frequent basis. The Corporate Health and Safety Team reviews H&S guidance daily and updates the [Stay Safe Whilst Working](#) pages on the Zone. You will need to monitor this plus consider the latest advice and guidance which could impact your business area. The [Scottish Government](#) pages will provide you with the latest links as well as [Health Protection Scotland](#) and [NHS](#).

Below are some useful UK Government links that can be monitored for the latest information.

[Guidance on Social Distancing in the Workplace](#)

[Guidance for Employers & Businesses on COVID-19](#)

[Guidance on Shielding and Protecting Extremely Vulnerable Persons](#)

[Guidance on Protective Measures in Education and Childcare Settings](#)

COVID-19 Health & Safety Inspection Checklist

The current COVID-19 'coronavirus' outbreak poses a serious risk to individuals and businesses. This inspection checklist assists in identifying the control measures to consider reducing the risk of workplace infections and as part of a proactive monitoring regime and checking that preventative and protective control measures are implemented in line with current health and safety general duties.

Service area: Schools
Site Address: Westpark School
Service manager: Chief Education Officer
Inspection Undertaken by: Head Teacher G Watson
Approved by:

Findings of Inspection
Level of compliance should be included in report using a Rag Rating - Green – Full compliance (no action required), Amber - breach identified (remedial action recommended), Red – significant breach (action required)

A: Employees – Consider what impact returning to work would have on your employees and how to keep your employees safe.				
No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Has a risk assessment been undertaken for those who have a self-declared health condition which could increase their risk profile.	Y	Green	A template for an individual worker's risk assessment is provided at the end of this document. Individual assessments for self-declared health conditions completed. All staff, ongoing..
2.	Have you engaged with Trade Unions and staff during the reinstatement of the work process and in the drafting of this risk assessment to consider work processes and required controls?	Y	Green	Risk assessment to be agreed with TUs and in line with SG guidance Risk assessments shared with trade union rep and discussed with all staff.

3.	Are you tracking people who have been identified as high risk/are shielding.	Y	Green	Core HR updated Survey data from authority Workforce planning Group to establish City overview and process to manage and maintain No longer any staff shielding
4.	Where practicable will staff still be allowed to work from home/remotely.	Y	Green	Ongoing review Plans in place for some staff to work from home
5.	Can all staff maintain the <u>Scottish Government</u> guidelines for social distancing based on your industry (<u>The latest Social Distancing Guidelines available here</u>). These could include but are not limited to the following:	Y	Green	<p>However, this may be compromised by needs of individual children, especially Early Years.</p> <p>Risk Assessment and guidance on PPE to be followed if a child / young person requires support within 2 m distance. Scottish Government guidance on schools phased recovery to be followed. Local Authority Phased Recovery Plan and individual school recovery plans to be developed setting out practical approaches to maintaining social distancing in schools and ELC settings.</p> <p>Some staff in the school will need to work with multiple groups each day – PSAs.</p> <p>2 m distancing should be maintained between staff, other adults, and between staff and pupils. Classrooms are arranged so that staff can maintain 2 m distancing (e.g. staff workstation 2m from nearest pupil desks). Teacher / staff workstations will be wiped down between each use by different individuals, hand washing facilities / hand sanitiser available.</p> <p>Pupils assigned to learn within specific groups (where possible) for the duration of the school day to avoid large gatherings / groups and spaces / areas becoming crowded.</p> <p>However, this may be compromised by needs of individual pupils. A different arrangement is in place for a Targeted Support group of pupils with specific needs. For example, an area designated in classrooms / teaching areas if 1-2-1 support needed.</p> <p>PPE provided for any members of staff who require to come into close contact (within 2 m of a pupil (e.g. for additional support needs, first aid, etc.).</p> <p>Staffroom altered and numbers limited to take account of social distancing. Staff will need to bring their own food and drinks.</p>

5a	Are you able to segregate staff's activities to promote 2 metres distance?	N	Green	<p>This may be compromised by needs of individual children. Where this is likely and wherever possible, in line with national guidance, pupils and staff will be arranged in small groups; the child membership of which will remain consistent, and groups will maintain 2m distance from other groups (wet break time in halls – 2 groups). Some floating nursery staff will need to support children in another group (toilet, upset, medical)</p> <p>2 m distancing should be maintained between staff, other adults, and between staff and pupils. Classrooms are arranged so that staff can maintain 2 m distancing (e.g. staff workstation 2m from nearest pupil desks). Teacher / staff workstations will be wiped down between each use by different individuals, hand washing facilities / hand sanitiser available.</p> <p>Pupils assigned to learn within specific groups (where possible) for the duration of the school day to avoid large gatherings / groups and spaces / areas becoming crowded.</p> <p>However, this may be compromised by needs of individual pupils... A different arrangement is in place for a Targeted Support group of pupils with specific needs. For example, an area designated in classrooms / teaching areas if 1-2-1 support needed.</p> <p>PPE provided for any members of staff who require to come into close contact (within 2 m of a pupil (e.g. for additional support needs, first aid, etc.).</p> <p>Staffroom altered and numbers limited to take account of social distancing. Staff will need to bring their own food and drinks.</p>
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5b	Are you able to limit the amount of contact staff have with each other to 15 minutes or less	Y	Green	<p>However, this may be compromised by needs of individual children. Where this is likely and wherever possible, in line with national guidance, pupils and staff will be arranged in small groups, the membership of which will remain consistent, and groups will maintain 2m distance from other groups.</p> <p>Rotas arranged for break and lunch times</p> <p>2 m distancing should be maintained between staff, other adults, and between staff and pupils. Classrooms are arranged so that staff can maintain 2 m distancing (e.g. staff workstation 2m from nearest pupil desks). Teacher / staff workstations will be wiped down between each use by different individuals, hand washing facilities / hand sanitiser available.</p> <p>Pupils assigned to learn within specific groups (where possible) for the duration of the school day to avoid large gatherings / groups and spaces / areas becoming crowded.</p> <p>However, this may be compromised by needs of individual pupils... A different arrangement is in place for a Targeted Support group of pupils with specific needs- For example, an area designated in classrooms / teaching areas if 1-2-1 support needed.</p> <p>PPE provided for any members of staff who require to come into close contact (within 2 m of a pupil (e.g. for additional support needs, first aid, etc.).</p> <p>Staffroom altered and numbers limited to take account of social distancing. Staff will need to bring their own food and drinks.</p>
5c	Are you able to implement a one way flow system and provide visual aids (e.g. distancing markers, signage, flow system markers) for maintaining two metres distance.	N	Green	<p>One-way system not possible, but routine of walking on left in corridors and stairs will be reinforced by signs on doors at end of corridor. Classes will be allocated one of 4 entrances & exits, and will arrive at the same time at these (max 3 classes per entrance). The nursery will have exclusive use of the nursery entrance.</p> <p>Strict adherence to timetables for going to and leaving class would ensure classes not meeting in corridors. Short period of time in shared area mitigates risk of transmission. Markings at all entrances to playground and building to encourage social distancing.</p>
6.	Have staff been trained / notified before returning to work on any new procedures.	Y	Green	<p>Handwashing PPE Social Distancing Training completed by all staff on 10th and 11th August – resources on shared drive and discussed with staff.</p>

7.	Have staff been instructed on how to hand wash effectively, for the suggested duration and maintain good hygiene practices.	Y	Green	As above Signage is available at all hand wash stations
8.	Have staff been instructed on social distancing where practicable while at work.	Y	Green	<p>However, this may be compromised by needs of individual children. Where this is likely and wherever possible, in line with national guidance, pupils and staff will be arranged in small groups, the membership of which will remain consistent, and groups will maintain 2m distance from other groups.</p> <p>Some staff across the school will need to work with multiple groups each day Revisited all measures in risk assessment on in-set 1</p> <p>2 m distancing should be maintained between staff, other adults, and between staff and pupils. Classrooms are arranged so that staff can maintain 2 m distancing (e.g. staff workstation 2m from nearest pupil desks). Teacher / staff workstations will be wiped down between each use by different individuals, hand washing facilities / hand sanitiser available.</p> <p>Pupils assigned to learn within specific groups (where possible) for the duration of the school day to avoid large gatherings / groups and spaces / areas becoming crowded.</p> <p>However, this may be compromised by needs of individual pupils... A different arrangement is in place for a Targeted Support group of pupils with specific needs- For example, an area designated in classrooms / teaching areas if 1-2-1 support needed.</p> <p>PPE provided for any members of staff who require to come into close contact (within 2 m of a pupil (e.g. for additional support needs, first aid, etc.).</p> <p>Staffroom altered and numbers limited to take account of social distancing. Staff will need to bring their own food and drinks.</p>
9.	Have staff been trained on what to do if they are experiencing COVID-19 symptoms.	Y	Green	Reissued within risk assessment and quarantine/test and trace guidance during staff training
10.	Have staff been instructed to minimise business related travel and use video chat as an alternative method of maintaining contact with colleagues, suppliers and customers.	Y	Green	No business related travel to take place during working day Travel to and from school discussed at staff meeting

B: Travel, Access & Egress – Consider how your employees will travel to work, travel for work, access and exit work safely.

No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Are you able to implement sufficient parking restrictions to maintain social distancing measures, where car use is required to perform a role?	Y	Amber	Reminder to HSLO if return to normal duties are implemented Moveable bollards to be installed at entrance to regulate visiting traffic
2.	Are workers required to use either their own vehicle or company vehicle to travel to their task?	N	Green	Car park protocol in place (eg all reverse parking to limit exiting cars at same time)
3.	Are workers avoiding public transport where applicable and using alternatives (e.g. cycling, walking to work etc).	Y	Green	Where possible. If using public transport, social distancing should be observed, along with the wearing of a face covering.
4.	Have you considered staff that are required to vehicle share for their role and whether this could continue?	Y	Green	No staff need to share transport in course of job. Currently no escorts in staff.
5.	Has the entry and exits to the building/site been limited to the minimum number of points required.	Y	Green	Timetable for arrival and departure of pupils. Nursery team to use own door; nobody else to use this door. All school staff and visitors to use main door.
6.	Has access to the building/site been restricted to visitors and contractors etc.	Y	Green	Essential personnel by prior arrangement only – all protocols to be observed Emergency contractors, as above and when learners are not in attendance where possible. For ongoing planned construction works Corporate Landlord and Capital will work with contractors to ensure appropriate mitigation is in place such as sites physically separated from rest of building and contractors use separate entrances etc. Other essential visitors only where the impact of non-attendance would cause further harm (e.g essential maintenance contractors, Educational Psychologist) Arrangements for parents to phone to deliver medicines/packed lunches/collect and pay for uniforms. Ongoing reminders to be sent to parents/school community

7.	Is it practicable to confine visitors to strictly defined areas and avoid unnecessary movements around the building?	Y	Green	<p>Deliveries will be made at the front door, no requirement for entry into the school. Nursery snack delivery dropped at nursery door. Janitorial staff can transport deliveries to required area of school.</p> <p>Contractors will enter and exit the building by the point appropriate to the area they are working in – arranged on a case by case basis.</p> <p>Visits to school by CO; QIM, etc will be via front door for meeting in area/room where social distancing can be adhered to.</p> <p>Parents will be asked not to enter the building. If they need to speak to a member of school staff, they should telephone or email in the normal way.</p> <p>All visitors to arrange appointments and sign in/out and leave contact details (reception staff/school administrator to take visitor details for Test and Protect purposes and to reduce risk of virus transmission). Where it is essential that a visitor attend the school, such as a parent / carer collecting an unwell child, the parent will not be admitted to the school foyer and can collect their child from the school front door. Signage will be displayed at school visitor entrances to explain that visitors are generally not permitted, and a telephone number will be provided for visitors to contact a member of office staff within the building should they wish to speak with someone or have an appointment to visit the school. If a visitor has an appointment to access the building, they will be asked first to confirm that they are not displaying COVID-19 symptoms. Those displaying symptoms will not be permitted access. Where possible, visitors permitted access will remain within the reception area of the school and speak with the relevant member(s) of staff via the School Office window.</p>
8.	Have appropriate hand wash stations (toilets) and/or hand sanitiser pump action containers been made available in every work area and on main travel routes through the building/site including access and egress areas.	Y	Green	<p>Hand Sanitiser and Cleaning materials</p> <p>Hand washing stations delivered, distributed and installed.</p>
9.	Is advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and where people congregate.	Y	Green	<p>National guidance to be followed and detailed arrangements to be set out in School Recovery plan. Confirm posters are displayed throughout the school.</p>
10.	Are the signs displayed reviewed and replaced as necessary?	Y	Green	<p>Weekly check to be added to risk assessment for signage. Janitors to replace signage where necessary – janitors will require access to school printing facilities for this</p>

C: Cleaning Regime – Consider what cleaning and hygiene measures need to be implemented to reduce the risk of individuals contracting the virus on your premises / site.

No	Issues	Y/N/ NA	Rating R/A/G	Comments
1.	Have you completed a clean of the property / site before returning.	Y	Green	Most schools, other than those which were used for Keyworker Childcare or Vulnerable Learner Hubs, have laid empty since 23 March. Initial cleaning is in progress to ensure buildings are fit for small groups of staff to return and a full deep clean will be undertaken prior to pupils return on 11 August.
2	Is the ongoing cleaning frequency sufficient and is cleaning required and can cleaning be undertaken when site/building/premises is occupied?	Y	Green	Daily cleaning will be undertaken by Cleaning Services, supplemented by Janitorial staff undertaking regular cleaning of frequent hand touch points during the school day. All surface cleaning will be undertaken using EN14476 rated (for destroying enveloped viruses) disinfecting solutions. COVID-Guard, and paper towels, in all areas and classes, stored in cupboards or drawers. Staff trained in use.
3.	Are all hand contact points cleaned on a frequent basis including, door furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, toilets, canteen / food preparation areas.	Y	Green	Staff to clean computers etc after each use. Pupils to be trained to do the same. Staff to wash common resources weekly. Items which cannot be effectively disinfected between uses have been temporarily taken out of use. Cleaning materials provided
4	Have persons undertaking the cleaning been instructed with clear safe usage instructions.	Y	Green	All FM staff are trained in the safe methods of work for activity within their service areas. COVID-19 specific risk assessments have been completed and shared with all staff. Supplementary service specific FAQ's have also been prepared and shared with staff upon their return to work.
5	Can where practical curtains and blinds be removed to minimise the areas where viruses can be difficult or time consuming to remove.	N	Amber	These fittings are at height in many classrooms and will need to be removed by either janitorial staff or likely via Corporate Landlord services. Blinds essential for maintaining comfortable and effective learning environment.
6	Can blinds be kept opened and locked if they cannot be removed.	N	Red	No locking mechanism for blinds; due to direct sunlight affecting vision blinds and curtains may need to be closed so as not to impact on pupils. Some blinds not opening, to be repaired.
7	Can rugs and mats be removed where safe to do so to make cleaning and disinfection of floors easier.	Y	Green	All schools to complete this task and agree storage prior to opening Stage
8	Have staff been provided with appropriate cleaning products so that they can frequently clean their work stations during the day.	Y	Green	Products to be re-ordered by individual schools on ongoing basis – weekly stock check. Facilities Management to assist in storing and replenishing appropriate cleaning materials.

D: Building Safety – Responsible Person Checks – Consider how you ensure your building remains safe for all employees and visitors.Guidance on a suitable inspection can be [found here](#).

No	Issues	Y/N/ NA	Rating R/A/G	Comments
	Has your responsible person carried out checks on your building in the following areas:			
1.	Fire Safety Systems / Emergency Lighting.	Y	Green	Corporate landlord will confirm to individual head teachers when all checks up to date. Prior to this staff access to building restricted to daytime hours only, max 4 people (primary schools) / 8 people (secondary schools) for no more than 2 hours each day, and only for specific recovery planning purposes.
2.	Ventilation / Humidity / Lighting & Heating.	Y	Amber	Corporate landlord confirmed that all checks up to date. Poor ventilation in identified classrooms improved by releasing window catches when teachers in room (safety). Classrooms colder as a result of increased ventilation. Solutions being investigated. New guidance regrading ventilation in school – Oct 20 – Continue to monitor and use plug-in monitor in concern areas/classrooms
3.	Gas Installations.	Y	Green	Corporate landlord will confirm to individual head teachers when all checks up to date. Prior to this staff access to building restricted to daytime hours only, max 4 people (primary schools) / 8 people (secondary schools) for no more than 2 hours each day, and only for specific recovery planning purposes.

4.	Legionella Controls.	Y	Green	Corporate landlord will confirm to individual head teachers when all checks up to date. Prior to this staff access to building restricted to daytime hours only, max 4 people (primary schools) / 8 people (secondary schools) for no more than 2 hours each day, and only for specific recovery planning purposes.
5.	Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance.	Y	Green	Corporate landlord will confirm to individual head teachers when all checks up to date. Prior to this staff access to building restricted to daytime hours only, max 4 people (primary schools) / 8 people (secondary schools) for no more than 2 hours each day, and only for specific recovery planning purposes.
6	Lift Statutory Inspections.	Y	Green	Corporate landlord will confirm to individual head teachers when all checks up to date. Prior to this, lifts are not to be used. Staff access to building restricted to daytime hours only, max 4 people (primary schools) / 8 people (secondary schools) for no more than 2 hours each day, and only for specific recovery planning purposes.
	Protection level 4 adjustments			

	<ul style="list-style-type: none"> • a request that parents and carers of children on the shielding list gain clinical advice on the suitability of in school attendance for children; • a review of individual risk assessments for shielding staff (The Chief Medical Officer will issue a two-week fit note to applicable staff). Staff were advised by letter on the 23rd to seek advice but any who have been unable to do so should work from home in the meantime. When in receipt of guidance from the clinician/GP the Line manager should review the individual risk assessments with Employee Relations support when required). • strict limitations on staff movement between schools – staff working in only one school; • a need to ensure that all Physical Education takes place outside; • a need to ensure that face coverings are worn by staff in classrooms and communal areas. • a suspension of activities or clubs outside the usual school timetable 			<p>SMT to revisit staff RAs for formerly shielding staff Office to draw up list of children with health plans to check with parents for latest clinical recommendations Supply and peripatetic staff contacted regarding plan for return to school</p>
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Signed: G Watson

Date: 08/11/20

COVID-19 Health & Safety Risk Assessment

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Employee Safety –								
Psychological well being	Staff	<p>Regular communication is in place (individual and group) to ensure staff are not ill-informed about being at work safely – staff invited to regular meetings and information e-mailed out to all.</p> <p>New workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in procedures and policies and disseminated to employees through line managers and HR.</p> <p>Line managers are aware of how big changes to working arrangements may cause additional work-related stress and affect their employees' mental health and wellbeing.</p> <p>Managers hold regular informal discussions with their team and look at ways to reduce causes of stress.</p> <p>Concerns on workload issues or support needs are escalated to line manager.</p> <p>Manager trained to recognise signs and symptoms that a person is working beyond their capacity to cope and deal sensitively with employees experiencing problems outside of work – training and resources from SAMH and EP service leading to staff wellbeing actions</p>	E	Major	Possible	Medium	August 2020	GW

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Psychological wellbeing – Continued	Staff	<p>Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs – survey conducted with all staff.</p> <p>Stress risk assessment reviewed and shared with staff to reflect new working arrangements. Where you have made significant adjustments to employee's working practices, a review must be undertaken.</p> <p>Employees are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc) through line managers.</p> <p>Staff Wellbeing Champion identified – A Godoy</p> <p>Staff encouraged to follow 'leaving work' guidelines – on display in staff room</p>						
Psychological wellbeing	Pupils	<p>Contact with individual parents/carers at initial return to ensure relevant, appropriate information is passed on and shared with staff in a timely manner through SEEMIS</p> <p>Ensure first aiders on site at all times following appropriate ratios.</p> <p>Ensure named Child Protection Officer is available within each setting. Parents have been reminded of these arrangements within the Contingency Plan.</p> <p>All ACC policies adhered to at all times.</p>	E	Major	Possible	Medium	August 2020	GW

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		Staff working with children to continue to be calm, nurturing and caring, seeking confirmation from line manager if unsure of anything.						
Virus transmission in the workplace	Staff, visitors, contractors , pupils	<p>Any employee/service user showing symptoms of Covid-19 or sharing a house with someone with Covid-19 should remain at home as per the government's guidance</p> <p>Test and Protect see link below https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect-information-leaflet-2/pages/coronavirus-covid-19-test-and-protect---step-by-step-guide/</p> <p>Specific individual worker risk assessment (appendix A) has been undertaken for those who have a self-declared health condition which could increase their risk profile. To be revisited Jan 2021</p> <p>Risk assessments being completed for all members of staff – ongoing.</p> <p>No staff currently shielding – risk assessments made with those who requested and appropriate deployment discussed with vulnerable staff members</p> <p>The inspection checklist above has been undertaken to identify the control measures to consider reducing the risk of workplace infections and as part of a proactive monitoring regime and checking that preventative and protective control measures are implemented in line with current health and safety general duties.</p>	E	Extreme	Possible	High	August 2020	GW August 2020

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Virus transmission in the workplace – Continued	Staff, visitors, contractors , pupils	<p>All employees have been given opportunity to review this risk assessment, feedback any concerns and agree the content at school level. This has been completed through a consultative Recovery Working Group. All staff have had the opportunity to comment. The risk assessment should then be circulated to all staff and a copy shared with the school QIM and school TU reps. Share with all staff 4/1/21</p> <p>Advice is shared with staff members and staff have been fully briefed and kept up to date with current advice on staying protected through appropriate lines of communications (i.e. line managers, HR) and shared with staff.</p> <p>Peripatetic and relief staff can only work in one school per week</p> <p>Staff are requested to strictly follow social distancing guidelines and use of PPE if working closely with pupils.</p> <p>Water resistant face coverings (recommended PPE) to be worn by all staff in classrooms and common areas</p> <p>All PE must be outside – halls may be used for timetabled non-sport activities (NB must be cleaned between uses by different classes). There will continue to be no sports or clubs outside the school day</p> <p>Training has been done to ensure staff have been trained/refresher training before returning to work on any new procedures: donning and doffing PPE, hand hygiene, respiratory hygiene, stress management, social distancing, quarantine, test</p>						

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Virus transmission in the workplace – Continued	Staff, visitors, contractors , pupils	<p>and trace All training and risk assessment reviewed (August 2020)</p> <p>Work has been arranged so that staff are able to maintain the government guidelines for social distancing based on our industry (The latest Guidance on these measure can be found by clicking the following link Social Distancing Guidelines).</p> <p>Staff in ELC may not be able to maintain social distancing at all times, but have been advised about appropriate use of PPE especially at key points such as arrivals. Children in ELC will not be able to follow 2m guidance but will be separated into a single coherent group of 25 to 30 children.</p> <p>Staff across the school may need to work with multiple groups each day, movement restrictions in place will minimise this but use of shared toilets and 'floating' support staff will compromise this. Staff aware of distancing and appropriate use of PPE in these cases.</p> <p>Strategies to remind children, especially in ELC, of the need to socially distance from staff (raised hand – open palm; signage to reinforce this). Staff will induct children into safety and hygiene routines from the start of session. These messages will be reinforced with posters throughout the school.</p> <p>Staff activities are segregated to promote 2 meters distance.</p> <p>Staff face to face contact has been limited with each other to 15 minutes or less.</p> <p>A class movement schedule is implemented and visual aids, such as signage will support this. Movement around school limited to minimum and purposeful (swift).</p>						

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Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<p>The office is out of bounds to all staff with the exception of Jill and Kelly at all times.</p> <p>Social gathering amongst employees have been discouraged whilst at work.</p> <p>Staff requested to keep in touch through remote technology such as phone, internet and social media.</p> <p>Staff have been put into groups in rota to reduce contact between employees.</p> <p>Staff allocated to in-school groups for child-care and support hubs, to reduce contact with multiple groups</p> <p>Desks are arranged to maintain a minimum of 2 meters between all staff and between teachers and pupils</p> <p>PPE to be used for work processes where close contact is required. i.e. medical/first aid treatment, changing after soiling and comforting children with ASN/early years. PPE delivered. Visors ordered for nursery staff and PSAs.</p> <p>Adequate training has been made on what PPE is required (i.e. gloves, masks, aprons, Filtering Face Pieces (P3), goggles, the correct donning/doffing of PPE and face fit testing.</p> <p>ACC quick guides for correct donning and doffing of PPE for non-AGPs, as well as for AGPs. 19 has been utilised for examples in best practice for putting on and taking off (donning and doffing).</p>						

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<p>The Scottish Government and Health Protection Scotland response page is monitored regularly for latest details on guidance and advice.</p> <p>Advice is shared with staff members and staff have been fully briefed and kept up to date with current advice on staying protected through the company lines of communications (i,e line managers, HR) and shared with staff. See 'sector advice card'.</p> <p>Staff discouraged from hand shaking and general close personal greetings</p> <p>Employees are made aware of the impact of COVID 19 on their job/change of working environment.</p> <p>Staff encouraged to wash work clothes as soon as they get home</p>						
Someone entering the workplace with COVID-19	Staff, visitors, contractors , pupils	<p>Request that companies who regularly attend our premises or those we work alongside us to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19.</p> <p>Visitors especially contractors should be by appointment only. Contact details to be recorded when signing in – using QR codes. Discuss arrangements with Corporate Landlord.</p> <p>Work with our supply chain to ensure that they're adopting good practices to prevent the spread of COVID-19 to discuss arrangements and control measures.</p>	E Choose an item.	Extreme	Possible	Medium	August 2020 and ongoing	GW August 2020

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Someone entering the workplace with COVID-19	Staff, visitors, contractors, pupils	<p>Staff are made aware of COVID-19 symptoms via training sessions and visual aids such as posters in key locations, screensavers</p> <p>External visitors will be actively discouraged. Parents will be encouraged to make contact by email / phone and not in person. STOP signs with contact information at school entrance.</p> <p>Anybody visiting site will be informed that they are not to enter if they're experiencing COVID-19 symptoms and will be advised to self-isolate in line with government recommendations. Signs at entrances.</p> <p>Staff and pupils will be informed to self-isolate if they have a person living in the same household or if they've been in contact with someone displaying COVID-19 symptoms</p>						
Travel, Access & Egress								
Travelling to school buildings	Staff, visitors, contractors	<p>Collapsing bollards to prevent unexpected traffic from entering the school grounds requested (also in light of increased use of outdoors, single point of re-entry to school is via car park). Until then regular reminders to parents/community not to come into car park or school building.</p> <p>Wherever possible private transport should be used to maintain isolation from the public when commuting to the school building.</p> <p>If public transport or car sharing cannot be avoided, staff or pupils should be encouraged to follow current government advice in respect of "face coverings".</p>	P	Moderate	Possible	Medium	June 2020	GW August 2020

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
		<p>Parking restrictions (no parent vehicles) to maintain social distancing measures in place include agreed reverse parking to limit possible exiting of cars from same side. Parents/carers are encouraged to adopt a 'Park and Stride' approach, dropping off pupils at an appropriate distance from the school.</p> <p>On arrival at the site, pupils and staff will thoroughly wash their hands at entrances for at least for 20 seconds or use hand sanitiser gel immediately on entry to the workplace.</p> <p>Children are encouraged to avoid travelling to school on public transport, with walking and cycling being promoted where safe to do so.</p> <p>For pupils using bicycles, bike racks will be available, but any adults (e.g. non teaching staff) supervising / supporting pupils will need to maintain 2 m distancing between each other and the pupils.</p>						
Driving at work	Staff, Contractors	No car sharing required.	E	Negligible	Very Unlikely	Low	August 2020	GW August 2020
Entry and exit to building	Staff, visitors, contractors , pupils	Entry and exits to the building/site will be planned and managed to support physical distancing within the building. Nursery staff and children only using nursery door. Other school staff to use main door. Children to enter and leave school by designated doors with their class teachers or pupil support staff. Timetabled arrivals in place.	E	Major	Possible	Medium	June 2020	GW August 2020 October 2020

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Entry and exit to building – Continued	Staff, visitors, contractors , pupils	<p>Changes to allowed maximum for nursery groups (33 in line with primary class sizes) mean that staggered arrival at nursery is no longer necessary. Parents have been reminded to socially distance in and around the playground and to wear masks. There will be a 15 minute to drop off/collect all children at the start and end of each session. One member of staff will sign all children in, floating staff will support in the 2 cloakrooms and key workers will greet children in the nursery.</p> <p>Parents will be informed to phone ahead if late and to be given instructions; when to arrive (5 minute intervals between late arrivals) children to arrive alone, signed in by office staff, instructed to make use of hand sanitiser and to wash hands on arrival in class, make own way to class.</p> <p>Late nursery arrivals will need to call nursery mobile and receive similar instructions about when to arrive at nursery entrance; they will be met at by 'floating' member of nursery team.</p> <p>Access and exit from a building involving digital signing in/out procedures. Non-staff are not to be admitted without making an appointment first, either via school office or facilities. ID badges to be placed on counter to be checked and step back taken to allow this at safe social distance. Visitors to be instructed in safety procedures and asked to restrict as much as possible movement around school. Janitor to supervise any workmen.</p>						

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<p>External visitors will be actively discouraged. STOP signs on door with contact numbers. Parents will be encouraged to make contact by email / phone and not in person.</p> <p>Any essential visitors confined to strictly defined areas and unnecessary movements around the building avoided.</p> <p>Hand sanitiser pump action containers are available at every entrance to building and in key shared areas (foyer, staffroom, office, janitors room) along with posters advising of correct use.</p> <p>Advisory hand washing signage displayed throughout the building/site, including at entrances and exits, in toilets and where people congregate.</p> <p>Signs displayed reviewed and replaced as necessary.</p> <p>Detailed guidance given to all parents regarding processes in place to maintain a safe and healthy school – COVID 19 handbook</p>						
Orientation/ Training	Staff, pupils, visitors (agreed only in advance)	<p>Staff, pupils and parents have been provided with the School Recovery Contingency Plan which details issues such as the following:</p> <p><u>Prior to August 11th (on in-service day 10th August)</u></p> <p>All staff will complete health and safety orientation:</p> <ul style="list-style-type: none"> ● Social distancing and one-way system plans ● Handwashing training ● PPE Training ● Updated First Aid Training (for relevant staff) ● Sufficient number of first aiders to provide first aid treatment for the number of staff and pupils in the school 	E	Major	Possible	Medium	August 2020	GW August 2020

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<ul style="list-style-type: none"> ● Sufficient first aiders to provide cover for illness etc with names of all clearly identifiable in signage around school. ● Sufficient cover to provide first aid on school trips etc. based on risk assessment. ● Sufficient cover for staff outwith school hours: from 8am to 4pm. ● All staff aware of how to summon first aid assistance. ● Any medicines administered recorded in keeping with ACC guidance on the administration of medicines ● Provide refresher training before expiry dates of first aider's certificates. (Certificates valid for three years.) ● "Accident books" comply with Data Protection Act. ● Disposable gloves and disposal plastic apron should be worn to administer all First Aid due to the need for physical contact ● In adults, it is recommended that you do not perform mouth-to-mouth ventilation – perform chest compressions only. Compression-only CPR may be as effective as combined ventilation and compression in the first few minutes after non-asphyxial arrest (cardiac arrest not due to lack of oxygen). ● Cardiac arrest in children is more likely to be caused by a respiratory problem (asphyxial arrest), therefore chest compressions alone are unlikely to be effective. During asphyxial arrest mouth-to-mouth compressions will be made, use a resuscitation face shield where available. ● First Aid trained staff who are not deemed as being 'at greatest risk' will perform CPR if required. The risk of cross infection is very small and set against the inevitability that a person in cardiac arrest will die if no assistance is given. First Aiders should always shout for help and dial 999 prior to beginning to perform CPR. 						

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<ul style="list-style-type: none"> Those who administer CPR require to carefully monitor themselves for symptoms of possible COVID-19 over the following 14 days, unless the individual had been confirmed to be positive for SARS-CoV-2 in the last 10 days. In this scenario of direct mouth-to-mouth contact with a known case, advice on self-isolation should be followed. Should you develop symptoms you should follow the advice on what to do on the NHS website. It is likely that the child/infant having an out-of-hospital cardiac arrest will be known to you. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child. Updated Fire Evacuation Procedures <p><u>On first day of school entry</u></p> <p>Pupils will complete an induction including health & safety orientations, which will address:</p> <ul style="list-style-type: none"> Social distancing and keep-left plans for staff/other adults/pupils Handwashing training <p>All will take responsibility for challenging those not following guidance.</p>						

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Personal Hygiene	Staff, pupils, visitors (agreed only in advance)	<p>Staff will follow good infection control guidance (<u>Infection Prevention and Control in Childcare Settings (Day Care and Childminding Settings)</u>).</p> <p>Handwashing procedure posters are displayed in areas where handwashing takes place.</p> <p>All pupils and staff will wash hands immediately upon entering setting and build handwashing into daily routine</p> <p>Where hand washing facilities are limited, hand sanitiser will be provided. Classrooms and work areas which do not have a sink will have a supply of hand sanitiser.</p> <p>Employees or service users who suffer dry skin/dermatitis will carry their own hand cream.</p> <p>Where tissues are used they will be binned immediately, then hands will be washed.</p> <p>All will be encouraged and reminded to avoid touching eyes, nose and mouth with unwashed hands and to cough directly to crook of elbow.</p> <p>Staff/service users will be encouraged to tie back long hair where appropriate and change clothes daily .</p> <p>All children, young people and staff will wash their hands with soap and water for at least 20 seconds, or use an alcohol-based hand sanitiser.</p> <p>Handwashing will take place:</p>	E	Major	Possible	Medium	August 2020	GW August 2020

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<ul style="list-style-type: none"> • When entering the building (and returning after lunchtime) • After using the toilet • Before and after eating or handling food • Before leaving the building/getting into their car, • After blowing the nose • After sneezing or coughing • When changing classroom • When arriving home 						
Maintaining 2m distancing	Staff, pupils, visitors (agreed only in advance)	<p>Social distancing while at work is maintained by continuing to limit social interactions by staggering start/finish in nursery and break times and lunchtime in school.</p> <p>Identify an isolation area where pupils can wait and a process for them to be moved to outside to meet parents to be taken home</p> <p>Timetable organised to reduce movement of pupils around the school as much as possible.</p> <p>Social gathering amongst employees have been discouraged whilst at work. Staffroom altered and numbers limited to take account of social distancing and to provide a rest area for staff. Signage on doors states numbers of staff allowed in each shared area.</p> <p>Staff requested to keep in touch through remote technology such as phone, internet and social media.</p>	E	Major	Possible	Medium	August 2020	GW August 2020

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<p>This would include attendance at school of psychologists, nurses, social workers, etc. being kept to an absolute minimum. The use of remote technology (digital/virtual meetings) methods, meetings in outdoor settings (where possible) to support children should be used initially.</p> <p>Staff have been separated into teams to reduce contact between employees, e.g. non-teaching, primary teams and Nursery Teams</p> <p>Staff activities are segregated to promote 2 meters distance.</p> <p>Staff face to face contact has been limited with each other to 10 minutes or less.</p> <p>A flow system of keeping left when moving around corridors and stairs is implemented and visual aids, such as signage and floor marking, are used for maintaining two meters distance.</p> <p>Desks are arranged to maintain a minimum of 2 meters from each other, with staff not facing each other where possible (e.g. Teachers workstation in class, school office).</p> <p>Thorough orientation and ongoing reminders will be given to staff to maintain 2m distancing where possible.</p> <p>Physical contact will be minimised and only take place where a risk assessment has been completed and</p>						

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<p>appropriate PPE arrangements in place (Education PPE Guidance to be followed).</p> <p>Emergency evacuation procedures/ fire drill & muster point updated and shared with employees / service users prior to or on day of entry.</p> <p>Minimise contact with surfaces, e.g. tables, furniture and where there is reason for multiple use, items should be wiped prior to and following use.</p> <p>Items that come into contact with your mouth such as cups & bottles will not be shared.</p> <p>Individual learners will be provided with one use resource where practical and where not, these will be wiped down between use with wipes or sprays provided.</p> <p>The outdoor areas will be used regularly, where possible, to support social distancing and staff will plan for this.</p> <p>Social / activity gatherings amongst pupils have been restricted so that spaces / areas do not become crowded by limiting the size of pupil groups for the duration of the school day. Large group activities such as assemblies, drama, etc. will not take place.</p> <p>All staff to monitor practice and alert SLT of any potential risks. This will trigger a review of this risk assessment</p>						

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			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
		If a service user refuses to comply with ACC risk assessment, they will be asked to work from home. The number of learners/staff within each area is limited as appropriate with regard to the 2m distancing rule.						
Dining arrangements	Staff, pupils, visitors (agreed only in advance)	Staff and pupils should bring their own snack etc for morning interval if required.. Morning breaks and lunch breaks staggered to reduce number of pupils queuing / congestion in the dining hall. 2 morning breaks with the playground zoned so no classes mixing. 3 dinner sittings of 25 minutes, to reduce numbers and noise in dinner hall at any one time, followed by 25 minutes in playground (zoned as above). Dining arrangements to be finalised with catering staff for childcare and support hubs Class/Hub group integrity maintained in dinner hall by 2m spacing and strict supervision. Pupils discouraged from leaving site at lunchtime, except for identified children with ASN. All pupils and staff leaving the site for lunch must follow the guidelines for social distancing in takeaways and shops. These arrangements will be reviewed as restrictions are reviewed	E	Major	Possible	Medium	August 2020	GW August 2020

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<p>Early Years dining will be within the setting area to ensure that children can remain within the space and rolling snack offered to limit numbers in kitchen / dining areas</p> <p>Any uneaten food / waste wrappers etc will be taken home, to help reduce the risk of infection spread.</p>						
Use of Toilets	Staff, pupils, visitors (agreed only in advance)	<p>Hub groups allocated specific toilet cubicles within toilets</p> <p>Supervision of pupils at break times – maintenance of 2 m distancing between adults and pupils. Break times will be staggered to facilitate use.</p> <p>At all times children are to be encouraged to go quickly to and from toilets, to wash hands and not to go closer than 2m to other children.</p> <p>Classes allocated specific toilets.</p> <p>Toileting during breaks and lunch closely supervised.</p> <p>There will be a strong emphasis on hand washing after visiting the toilet, and hand washing may require to be supervised for younger children. All children will be encouraged to hand wash when return to class too.</p> <p>There will be a visual system in place for staff toilets too.</p>	E	Major	Possible	Medium	August 2020	GW August 2020
Employees / Service user becomes unwell	Staff, pupils, visitors (agreed)	<p>In line with procedures and guidance, only allow employees and service users in good health to be in the setting.</p> <p>If someone develops any of the symptoms:</p>	E	Major	Possible	Medium	August 2020	GW August 2020

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
	only in advance)	<ul style="list-style-type: none"> • a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) • a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) • loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal <p>Follow current NHS guidance https://www.nhs.uk/conditions/coronavirus-covid-19/ All school staff will be asked to familiarise themselves with the local <u>Test, Trace, Isolate and Support Strategy</u>.</p> <p>Follow procedures to remove from setting where someone becomes unwell.</p> <p>Employee</p> <ul style="list-style-type: none"> • Immediately leave the building and go directly home . Arrangements will be made for class cover. <p>Service User</p> <ul style="list-style-type: none"> • Isolation area within the building identified (e.g. meeting room) in case of any individuals who present as unwell during the session (consider near entrance). • Emergency contact list accessible and up to date • Request for immediate collection by parents/carers 						

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			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
		<ul style="list-style-type: none"> On collection, immediately leave the building and go directly home Facilities informed and deep clean carried out 						

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PRPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Cleaning and hygiene measures								
Environmental Cleaning	Staff, visitors, contractors , pupils	A deep clean of the property / site before returning was performed as required. This will be requested following any outbreak.	E	Minor	Possible	Low	05/06/20	GW
Cleaning Frequency	Staff, visitors, contractors , pupils	The ongoing cleaning frequency is made sufficient enough such that cleaning can be undertaken daily and supplementary sanitisation by janitorial staff when site/building/premises is occupied. Office to manage touch point cleaning form. NB EYC model will require mid-point cleaning and a resources swap.	E	Moderate	Possible	Medium	In place from 11th August and ongoing	GW August 2020
Commonly touched surfaces	Staff, visitors, contractors , pupils	All hand contact points cleaned on a frequent basis throughout the day including, door handles, light switches, furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, toilets, canteen / food preparation areas.	E	Moderate	Possible	Medium	In place from 11th August and ongoing	GW August 2020

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
<p>Consider: premises work, equipment, specific tasks etc.</p>	<p>People at risk</p>	<p>Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.</p>						
		<p>Office staff managing touch point cleaning form for janitor, who reports when cleaning completed.</p> <p>Staff encouraged to regularly clean own, frequently used surfaces (work station, desk, computer, telephone, remote control, IWB, etc)</p> <p>Digital cleaning form (QR code) available for staffroom; staff have been required to complete after each sitting.</p> <p>All blinds are needed to maintain appropriate and safe working conditions.</p> <p>Rugs and mats are removed where safe to do so to make cleaning and disinfection of floors easier. Appropriate cleaning products are used during daily preventative clean regime.</p> <p>Staff avoid touching common pieces of equipment such as printers/scanners/faxes and use only dedicated work equipment on the workstations. . If staff do have to use common equipment like printers, they should to disinfect it with anti bacterial wipe or spray after each use. Social distancing to be adhered to when using common equipment in resource rooms.”</p> <p>Any use of common work equipment is restricted and managed. Shared resources cleaned frequently, ideally between uses. Children encouraged to bring necessary stationery. School will provide individual supply where needed.</p>						

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
		<p>Fabric and hard to clean resources and furniture removed from learning and shared areas. All surplus furniture and resources to be stored on the stage.</p> <p>PE hall and changing rooms and main hall to be used by cohorts/individuals on a daily basis (by timetable). These will need to be cleaned before, during and at the end of each day. Cleaning of surfaces, objects, light switches, taps and handles in these areas during the session will be the responsibility of janitorial team and staff supervising children there. PE to be taken outside only until review.</p> <p>Benches and bins outside part of enhanced cleaning round</p>						
Use of cleaning products	Staff, visitors, contractors, pupils	<p>Persons undertaking the cleaning been instructed with clear safe usage instructions.</p> <p>The relevant Safety Data Sheet and COSHH assessment is provided for the substances in use</p> <p>Correct PPE is provided for the use of cleaning materials</p>	E	Moderate	Possible	Medium	In place from 11th August and ongoing	August 2020
Housekeeping	Staff, Contractors, pupils	<p>Appropriate cleaning products are provided, so that staff can frequently clean their work stations during the day.</p> <p>Staff provided with waste bins lined with a plastic bag so that they can be emptied without contacting the contents.</p> <p>Staff are instructed that the emptying of bins and wastepaper baskets should be followed by hand washing.</p>	E	Moderate	Possible	Medium	In place from 11th August and ongoing	GW August 2020

Work must continue alongside COVID-19 and you still have a duty to ensure a safe place of work for your staff, visitors etc. If you're intending to bring your staff back to your workplace and your workplace has been sat idle, we would suggest giving some consideration to the following topics:

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Fire Safety Systems / Emergency Lighting - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Fire, heat, burns, smoke inhalation	Staff, visitors, contractors, pupils	Responsible person has carried out checks on your building in the following areas: Emergency lighting suitable, sufficient and maintained. Suitable number fire extinguishers available in required locations. Fire hoses available and operational (If installed). The sprinkler system including head's maintained (if fitted). Dry / wet risers inspected and maintained (if installed). Fire blankets available in required location. Fire alarm and detection system for the building tested, inspected and maintained. Means of escape clear. Fire doors provided and maintained in good working order.	E	Extreme	Possible	Medium	August 2020	GW

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
		Building has suitable lightning conductors / protection. The fire risk assessment suitable & sufficient / current. Emergency evacuation signs in place – staff instructed about social distancing.. Drill conducted early on to ensure staff and children familiar with these.						

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Ventilation / Humidity / Lighting & Heating Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Temperature/ Humidity	Staff, visitors, contractors , pupils	Workplace temperatures are not too hot or too cold (at least 17 degrees Celsius). Measures can be taken to control temperature extremes (turn up heating/open windows) FM and H&S teams consulted on best approach for providing adequate ventilation and temperature control in rooms 1, 2, 3, 4, 6, 12 and 13. Windows and classroom doors to be opened all the	P	Minor	Possible	Low	August 2020	GW August 2020

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
		time. Monitor closely and if classes become too stuffy or overheated/cold mechanical ventilation to be requested.						
Ventilation	Staff, visitors, contractors , pupils	<p>Natural ventilation is available in the workplace, e.g. windows or open doorways.</p> <p>If natural ventilation is insufficient (as it is in Rooms 1 to 4, room 6 and rooms 12 and 13) ventilators, fans or air conditioners to ensure a consistent flow of fresh air to be requested. Recommendation that ventilation adequate if window catches removed and classroom doors propped open. Monitor closely and request mechanical ventilation if needed.</p> <p>As weather cools some windows may need to be closed to maintain a minimum of 17degrees centigrade. Thermometers have been purchased for every classroom. Children have been encouraged to bring extra layers to school for breaks outside in all weathers and cooler classrooms. Where classroom temperature drops follow school ventilation flow chart and guidance to ensure temperature and air exchange remains at an acceptable level. A minimum of 2 complete air exchanges per hour for each classroom/area is the absolute minimum acceptable level. Where this becomes hard to manage staff should alert SMT who will raise the concern with central team. A plug in CO2 monitor will be provided to monitor areas of concern accurately and inform next steps.</p>	E	Minor	Possible	Low	August 2020	GW August 2020

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Gas Installations - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Gas Installations	Staff, visitors, contractors , pupils	Gas installations e.g. boilers been inspected, tested and maintained at required frequencies. Adequate ventilation available next to gas installations. Gas isolation control switches available and clearly identified. Supplier's emergency contact number clearly displayed, un- obscured and legible. Gas cylinders being used safely (if used).	E	Extreme	Possible	High	August 2020	GW

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Legionella/Water Systems/Hygiene - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Water outlets Legionella	Staff, visitors, contractors , pupils	Tanks, taps and shower outlets inspected and maintained. Suitable controls in place to reduce the risk of legionnaires disease. Showers been run at maximum temperature for 5mins to eliminate standing water and eradicate legionella bacteria. All other outlets to have been run for 5mins to eliminate standing water, prior to staff returning Water in number of classrooms tested to be at too high a temperature to ensure compliance with hand hygiene rules, awaiting FM advice and action Sinks with mixer taps requested but not installed in classrooms where temperature too high	P	Major	Possible	Medium	August 2020	
Drinking water	Staff, visitors, contractors , pupils	Separate drinking water facilities should be made available for staff and pupils to fill their own water bottles (sinks in classrooms and staffroom). Facilities to be wiped down after each use.	E	Moderate	Possible	Medium	August 2020	GW

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Statutory Inspections	Staff, visitors, contractors , pupils	Responsible person has carried out checks on your building in the following areas: Thorough examination, inspection, test and maintenance certificate and logs available and up-to-date for the premises, plant and equipment e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems.	E	Major	Possible	Medium	August 2020	GW
Lift Statutory Inspections	Staff, visitors, contractors , pupils	The thorough examination, inspection, testing and maintenance records for the lifts in date.	E	Major	Possible	Medium	August 2020	GW
Plant and Equipment	Staff, visitors, contractors , pupils	There is a planned preventative maintenance schedule and inventory available for key items of plant and equipment and are up-to-date All fixed guards on machinery in place, secure and well maintained. The safety devices and controls e.g. emergency stops, light guards etc been checked to ensure safe operation. Defective equipment been taken out of service awaiting repair.	E	Major	Possible	Medium	June 2020	GW

HAZARD	AT RISK	CONTROL MEASURES		PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.		EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
	Staff, visitors, contractors	Enough space is available for personnel to undertake their tasks safely and comfortably. Personnel have the appropriate competences and/or trained to use machines/work equipment.							
Signed:	G Watson	Assessment Date: 10/08/2020	Further action required: Y		Action Review Date(s): 30/09/2020				
Name:	Gregor Watson	Reviewed 30/9/20 Reviewed 6/11/20			Next Review Date: 30/11/2020				

Action Plan

Point Ref	Details of Corrective Action Required	Timescale	Responsible Person	Closed Out
A2	Risk assessment for staff with self-declared health condition to be made and agreed with Trade Unions	June 2020	CJ/ P&O	GW
A1	Risk assessment for staff with self-declared health condition to be undertaken with all relevant staff	June 2020	Line managers/ H&S	GW
A3	Tracking system to be developed and maintained for vulnerable staff	June 2020	CJ//P&O/line managers	GW
A5c	Guidance on school building arrangements for each building to be created and circulated as appropriate	June 2020	HTs /Corporate Landlord	GW
A5-A9	Staff training around handwashing, PPE, social distancing and one-way systems to be developed and completed by all staff	June 2020	HTs/PPE working group/Corpor ate Landlord	GW
B6/B7	Contractor and visitor to schools protocol and policy to be updated and shared with all schools	June 2020	Corporate Landlord	GW
B8	Co-ordinated procurement of PPE including hand sanitiser and cleaning materials	June 2020	FL/H&S	GW
C	Soft furnishings/blinds/mats etc to be removed where safe to do so	August 2020	HTs /Corporate Landlord	GW
C1	Each school building to be deep cleaned before staff and/or pupils return	June 2020	Facilities	GW
C2-4	Cleaning guidance issued to all schools	June 2020	Facilities	GW
C8	Provision of appropriate cleaning products and usage instruction to school staff	June 2020	Facilities	GW
D1-6	All required building related safety inspections undertaken and completed	August 2020	Corporate Landlord	AJ – June 17 th 2020
Additional Comments	Continue to monitor classroom ventilation, parent use of playground and car park. Ensure children are able to comply with handwashing in classrooms upstairs.			

Signed:

Gregor Watson

Date:

12/8/2020
30/09/2020

Checklist and Risk Assessment for Individual Worker re Covid-19

Step 1

The checklist should be completed first: this will help you to identify any hazards to the worker. For each point, consider whether it is part of their work and if so, how it may affect them personally. On occasion their work may affect others and this should also be considered.

Step 2

Where you have answered YES in the checklist and identified there is a hazard and assessed the risk to the worker by determining existing controls/further action required, enter this onto the risk assessment pro forma.

You will then be able to put any control measures in place to eliminate the risk, or reduce it to an acceptable level for the worker.

Note

This checklist is not exhaustive: other issues with the worker's work conditions/place may need to be considered.

The risk assessment should be reviewed on a regular basis throughout the employment and any necessary control measures put in place.

Employee's name:	Date:
Job title:	Line Manager's Name:
Form completed by:	

Any known recommendations made by Doctor and/or Occupational Health Specialist:

Covid-19 exposure		Yes/no	Existing control/Further Action Required
<i>If the answer to any question is Yes then identify the additional control measures introduced to mitigate the risk.</i>			
1.1	<2m distancing: Are employee's required to carry out work in breach of 2 metre social distancing from both work colleagues and non-employees		
1.2	Contaminated surfaces: Does the work involve touching surfaces that are potentially contaminated		
1.3	Inadequate welfare facilities: Are welfare facilities inadequate to facilitate regular handwashing eg lack of number of facilities or lack of soap and hot water		
1.4	Pre-existing chronic conditions: Does the employee have any known pre-existing chronic condition (listed below) that may make them more vulnerable if exposed to the covid-19 virus		
1.5	Increased vulnerability: Has the employee expressed concern about any other condition which they feel would make them more vulnerable eg mild asthma		
1.6	High risk work environment: Is there a higher risk of infection due to the work environment eg hospitals, mortuaries, densely populated workplaces etc		
1.7	High risk of infection: Is there a higher risk of infection due to the geographic location eg those areas with high infection rates		

Risk

The level of risk will depend on;

1. • the work environment
2. • the type of work carried out
3. • the distance that can be maintained between the employee and any possible source of infection
4. • the level of hand cleaning regime in place
5. • the level of information provided
6. • the effectiveness of existing controls that are in place

In some cases, workers may be more vulnerable to infection because of age (70 and over) or an existing condition such as:

- chronic (long-term) respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis
- chronic heart disease, such as heart failure
- chronic kidney disease
- chronic liver disease, such as hepatitis
- chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), a learning disability or cerebral palsy
- diabetes
- problems with your spleen - for example, sickle cell disease or if you have had your spleen removed
- a weakened immune system as the result of conditions such as HIV, or medicines such as steroid tablets or chemotherapy
- being seriously overweight (a BMI of 40 or above)

How to minimise the Risk

When assessing the infection risks to staff the following controls should be considered:

Avoid contact with possible sources of infection by;

1. • Avoiding having to work in areas where there is a known covid-19 sufferer where possible
2. • always ensure safe distance (2 metres) is maintained between individuals (this includes welfare areas), if not possible for certain activities then minimise time spent in closer proximity
3. • wearing gloves, where practicable, to prevent contact with potentially contaminated surfaces
4. • ensure employees have the facilities to carry out regular hand washing using soap and water for 20 seconds or hand sanitiser
5. • provide employees information about the symptoms and the control measures required
6. • provide employees with the correct ppe
7. • employees to report situations which they feel may have exposed them to the virus

If a person is aged 70 or over or suffering from any of the chronic conditions as described then they should have been advised to shield and stay/work at home.

If an employee has expressed concern about any other condition which they may feel could make them vulnerable. Follow government advice regarding the condition and take into consideration the mental well-being of the individual when implementing control measures.

Any other issues

Further action required

If a risk has been identified, indicate below the action to be taken to remove the hazard or reduce the risk.

INDIVIDUAL WORKER'S RISK ASSESSMENT

Source of Hazard	Persons Affected	Control measures in place now	Risk Rating Still high risk? Still medium risk? Still low risk?	Further action required, by whom, timescale or reference to other assessments

Further guidance and information to help you complete a risk assessment can be obtained from your H&S Policy and H&S professional. If you need further guidance contact