

Fernielea School Level 4 Risk Assessment

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: Operations Integrated Childrens and Families Services
Site Address: Fernielea School, Stronsay Place, Aberdeen AB156HD
Service manager: Chief Education Officer
Inspection Undertaken by: Head Teacher
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. All completed - any new ones will be issued as individuals notify SLT
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	All complete, shared with TU reps, staff invited to comment and feedback, multiple opportunities given.

3.	Are you tracking people who have been identified as high risk/are shielding.	Y	Green	<p>Employees will record absence within CoreHR.</p> <p>The risk assessment has been circulated to all staff and a copy shared with the school QIM and school TU reps.</p>
4.	Where practicable will staff still be allowed to work from home/remotely.	Y	Green	<p>Ongoing review with individual members of staff and in response to staff questionnaire. Staff who are not working directly with children will continue to work from home/remotely. Shielding staff will stay at home and update as needs be prior to return.</p>
5.	Can all staff maintain the Scottish Government guidelines for social distancing based on your industry (The latest Social Distancing Guidelines available here). These could include but are not limited to the following:	Y	Amber	<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>Distancing between pupils (2m) to be maintained through desk placement and adhering to room capacities (12 per room including adults). Capacity displayed on door of each room.</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 has been altered and numbers limited to take account of social distancing. Staffroom 1 6 people and Staffroom 2 13 people. 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?	Y	Amber	<p>2 m distancing should be maintained between staff, other adults, and between staff and pupils. Admin staff / office and resource areas (e.g. photocopiers), and 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>Distancing between pupils (2m) to be maintained through desk placement and adhering to room capacities (12 per room including adults). Capacity displayed on door of each room.</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 has been altered and numbers limited to take account of social distancing. Staffroom 1 6 people and Staffroom 2 13 people. 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 10 minutes or less	Y	Amber	<p>2 m distancing should be maintained between staff, other adults, and between staff and pupils. Admin staff / office and resource areas (e.g. photocopiers), and 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>Distancing between pupils (2m) to be maintained through desk placement and adhering to room capacities (12 per room including adults). Capacity displayed on door of each room.</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 for (e.g. for additional support needs, first aid, etc.).</p> <p>Staffroom has been altered and numbers limited to take account of social distancing. Staffroom 1 6 people and Staffroom 2 13 people. 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.	Y	Amber	<p>Separate entrances and exits for particular year groups. Signage will support direction of travel – keeping left where possible.</p> <p>On stairs – only one class at a time – staggered start and finish will support now contact. No bells, staff to move and not to create halting points. Waiting marks on floor. Induction process for new pupils starting school.</p>
6.	Have staff been trained / notified before returning to work on any new procedures.	Y	Amber	<p>Handwashing PPE Social Distancing One way systems - to ensure social distancing between staff, staff / pupils, etc. Keeping to the left when moving around corridors and stairs. Training completed by all staff before opening August 2020- infection control and PPE</p>
7.	Have staff been instructed on how to hand wash effectively, for the suggested duration and maintain good hygiene practices.	Y	Amber	<p>As above Signage is available at all hand wash stations</p>

8.	Have staff been instructed on social distancing where practicable while at work.	Y	Amber	<p>2 m distancing should be maintained between staff, other adults, and between staff and pupils. Admin staff / office and resource areas (e.g. photocopiers), and 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>Distancing between pupils (2m) to be maintained through desk placement and adhering to room capacities (12 per room including adults). Capacity displayed on door of each room.</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. provision of essential support, first aid, etc.). PPE in each individual class with each class PSA assigned to restock.</p> <p>Staffroom has been altered and numbers limited to take account of social distancing. Staffroom 1 6 people and Staffroom 2 13 people. 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	Amber	<p>Reissued within Risk assessment and PPE Guidance during staff training Staff will be advised not to come to work if experiencing Covid-type symptoms. They should self-isolate and arrange a Covid test as soon as possible. Guidance will be reissued on Monday 10th August 2020 and termly thereafter or when updates occur.</p>
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	<p>Staff have been advised to avoid public transport if possible. If using public transport, social distancing should be observed, along with the wearing of a face covering. Staff have been advised not to car share. Where at all possible, staff will continue to work from home.</p> <p>Add travel to risk assessment SLT/MAMs meeting using Teams – and with central officers All staff have access to Microsoft Teams and Google Suite to facilitate this. Staff movement between schools should be kept to an absolute minimum (e.g. temporary/supply/ peripatetic staff, etc.) This would also include attendance at school of psychologists, nurses, social workers, etc. being kept to minimum.</p>

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	Green	Schools to adopt car park protocol (e.g. all reverse parking to limit exiting cars at same time). For example, specifying who can use parking areas, information to users, signage, etc. as necessary to remind users of car park to maintain social distancing. Reminder to Home School Liaison Officer (HSLO) if return to normal duties are implemented. No parental access to car park
2.	Are workers required to use either their own vehicle or company vehicle to travel to their task?	N	Green	Schools to adopt car park protocol (e.g. 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 or wear face covering or in some cases remaining at home.
4.	Have you considered staff that are required to vehicle share for their role and whether this could continue?	Y	Green	No-one is required to vehicle share to carry out their role. If staff require to car share for attending work, Scottish Government Guidance should be followed in relation to the use of face coverings.
5.	Has the entry and exits to the building/site been limited to the minimum number of points required.	Y	Amber	School car park will be the only be available for staff. Parent / pupil vehicles will not be allowed to enter the car park, unless a pupil has a disability. (site specific). To be agreed at school level – more entry/exit points likely to be preferable for schools. National guidance to be followed on this and detailed arrangements set out in School Recovery Plan. e.g. 3Rs schools can use classroom doors. Parents and children issued with pictorial guide to support correct and safe entry into the grounds by pupils/
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. Visitors including parents / guardians and should only be seen if absolutely necessary and this should be by appointment only. Use of electronic devices or telephones should be used. Emergency contractors, as above and when learners are not in attendance where possible. Other essential visitors only where the impact of non-attendance would cause further harm (e.g essential maintenance contractors, Educational Psychologist)

Commented [AM1]: Visitors should include parents / guardians and only be seen if absolutely necessary and this should be by appointment only. Also, ensuring that the visitor does not have COVID 19 symptoms. Can any conversations be done over the phone or by other electronic method?

7.	Is it practicable to confine visitors to strictly defined areas and avoid unnecessary movements around the building?	Y	Green	<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. 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> <p>Only one visitor at a time can be in waiting area and should not come beyond main door which is controlled by office staff. Visitors including parents / guardians and should only be seen if absolutely necessary and this should be by appointment only. Use of electronic devices or telephones should be used.</p> <p>HT can go to the front area – if required.</p> <p>HT office set up to ensure social distancing and is well ventilated – if required</p> <p>Hand sanitiser at front office should someone enter</p> <p>Signage</p> <p>Pupils must not be taken out of school for appointments</p> <p>Staff to remain in the building at lunchtime (advisory)</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	Amber	Procurement of Hand Sanitiser and Cleaning materials to support
9.	Is advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and were people congregate.	N	Green	Signage is displayed throughout the school
10.	Are the signs displayed reviewed and replaced as necessary?	N	Green	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

Commented [AM2]: Visitors should only be seen if absolutely necessary and this should be by appointment only. Also, ensuring that the visitor does not have COVID-19 symptoms. Can any conversations be done over the phone or by other electronic method?
Consider signage displayed at the 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 if they have an appointment to attend the school.

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	Deep clean completed 27 th July - further clean was carried out due to flooding 13 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.
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	In addition to the answer in 2 above, discussion is ongoing at the School Readiness for Reopening Group to determine who will clean IT equipment, toys and other resources. Items which cannot be effectively disinfected between uses will be temporarily taken out of use.
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.	Y	Green	Individual member of staff to manage blinds in each areas of school (teacher in room) Do not touch blinds in communal areas. Signage and cleaning materials to be made available
6	Can blinds be kept opened and locked if they cannot be removed.	Y	Amber	The sun makes it very difficult to see the smart board, needs to be adjustable because of this; restricted to class teacher Blinds needed to maintain appropriate room temperatures. Individual members of staff to manage blinds in each area of school. If opening or closing blinds, staff should ensure hands are washed immediately.
7	Can rugs and mats be removed where safe to do so to make cleaning and disinfection of floors easier.	Y	Green	All rugs and mats removed and storage agreed (Room 1)
8	Have staff been provided with appropriate cleaning products so that they can frequently clean their own workstations during the day.	Choose an item. Y	Green	Products to be ordered by individual schools through PPE order form. 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	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.
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.

Signed:

Lisa Walker

Date:

11/8/2020

COVID-19 Health & Safety Risk Assessment - Level 4

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.						
Safety of all –								
Psychological well being	Staff, pupils	<p>Regular communication is in place (individual and group) with a weekly bulletin and H&S/ Risk assessment will now be added to this as a regular item(individual and group) to ensure staff are not ill-informed about returning to work safely. Staff have all read this risk assessment and know what is expected of them. Information will also be displayed on the H&S notice board kept up to date by the H & S Rep – L Boyd (EIS) Staff have been and will be briefed at staff meetings and kept up-to-date via email or other appropriate system – Daily Tool Box Talk update sheet at front of school.</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. https://peopleanytime.aberdeencity.gov.uk/coronavirus-advice-for-employees/ Guidance for managers and employees on the Zone.</p> <p>Managers hold regular informal discussions with their team and look at ways to reduce causes of stress including access to ACC Wellbeing support and signposts.</p>	E	Major	Possible	Medium	June 2020	11/8/20

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>Concerns on workload issues or support needs are escalated to line manager.</p> <p>SLT are 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.</p> <p>Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs</p> <p>Undertake a review of your stress risk assessment 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>Employees are made aware of the impact of COVID 19 on their job/change of working environment.</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 available within each setting – HT or DHT. 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	June 2020	August 2020

Commented [AM3]: QWL stress risk assessment will need to be reviewed carried out at some stage.

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.						
		Staff working with children to continue to be calm, nurturing and caring, seeking confirmation from line manager for support if required.						
Virus transmission in the workplace	Staff, pupils, visitors (agreed only in advance)	<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</p> <p>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 employee risk assessment (appendix A) has been undertaken for those who have a self-declared health condition which could increase their risk profile.</p> <p>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).</p> <p>No member of staff / pupil who is shielding will be allowed access to school buildings. They should continue to work/learn from home in keeping with Local Authority and Scottish Government guidance.</p>	E	Extreme	Possible	High	June 2020	11/8/20

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>a request that parents and carers of children on the shielding list gain clinical advice on the suitability of in school attendance for children.</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> <p>All employees requested to attend a school building should 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.</p> <p>Advice is shared with staff and they 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.</p> <p>strict limitations on staff movement between schools – staff working in only one school;</p> <p>There will be suspension of activities or clubs outside the usual school timetable</p>						
Someone entering the workplace with COVID-19	Staff, pupils, visitors (agreed)	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. They should attend by	P	Extreme	Possible	High	June 2020	11/8/20

Commented [AM4]: Visitors including contractors and ACC building services should be by appointment only

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)	<p>appointment only. . Where possible all appointments to be pre-arranged 3-4 days in advance of visit.</p> <p>Visitors especially contractors should be by appointment only. Contact details to be recorded when signing in. Discuss arrangements with corporate Landlord</p> <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 not be allowed entry to the school building and will be encouraged to make contact by email / phone and not in person.</p> <p>Anybody visiting the site will do so only with prior agreement from /appointment with the Head Teacher and will be informed that they are not to enter if they're experiencing COVID-19 symptoms, being advised to self-isolate in line with government recommendations</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.						
		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						
Travel to school buildings	Staff, pupils, visitors (agreed only in advance)	<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, the employee/service user should be encouraged to follow current government advice in respect of "face coverings".</p> <p>Parking restrictions (no parent vehicles) to maintain social distancing measures in place include...e.g. agreed reverse parking to limit possible exiting of cars from same side Only staff will be permitted to park in the car park. All staff reverse park. Await in car if another car is parked in close proximity and the occupants are exiting or entering their car within 2m.</p> <p>On arrival at the site, employees/service users will thoroughly wash their hand staff toilet 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 either public or school transport with walking being promoted where safe to do so.</p> <p>Sites identified for "Park and Stride" routes are Summerhill Parish Church car park and Fernielea Gospel Hall car park - parents/carers are encouraged to use these points to minimise activity around the school gates.</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	Moderate	Possible	Medium	June 2020	11/8/20

Commented [AM5]: Need to detail how parking of vehicles will be managed. Mentioned in section B of the checklist above.

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>School transport will be available, but hand sanitising must take place before every journey.</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> <p>strict limitations on staff movement between schools – staff working in only one school;</p>						
Entry and exit to building	Staff, pupils, visitors (agreed only in advance)	<p>Entry and exits to the building/site will be planned and managed to support physical distancing within the building – all classes will have an assigned gate for entry to playground at staggered times. Gates will be manned by staff and parents are to drop and go. Children will go directly to their assigned door for entry. All classes have a separate entry door – some classes are making use of the fire exits which lead directly into their classroom.</p> <p>Access and exit from a building involving signing in/out at reception digitally managed, any touchscreen technology avoided. School Support Assistant will record required details of visitors in the visitors log. In their absence the school administrator will record this.</p> <p>External visitors will be actively discouraged. 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. Areas will</p>	P	Major	Possible	Medium	June 2020	11/8/20

Commented [AM6]: Where will the defined areas be?

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>be away from contact with children in the HT office or in the front foyer.</p> <p>All visits should be by pre-arranged appointment with the Head teacher.</p> <p>Pupils have been given identified entrances depending on location of first classroom to maintain physical distancing from adults. All classes on ground floor will use external classroom doors.</p> <p>If teachers are leaving during the course of the day, they will email rather than physically signing out or use the QR code digital signing out option.</p> <p>Hand sanitiser is available in every work area and through the building including access and egress areas where there are no sink facilities (Music room, library)</p> <p>Advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and where people congregate.</p> <p>Signs displayed reviewed and replaced as necessary (SLT & Janitor)</p>						
Orientation/ Training	Staff, pupils, visitors (agreed only in advance)	Training arrangements have been developed including refresher sessions to ensure staff have been trained before returning to work on any new procedures. Training will only be completed online to avoid face to face contact.	P	Major	Possible	Medium	June 2020	11/8/20

Commented [AM7]: Numbers should be managed to ensure 2 m social distancing. Can it for done on line? If face to face meetings – 2m social distancing between everybody, well ventilated room, hand washing facilities for all attending, limited contact with surfaces (e.g. tables).

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>Staff, pupils and parents have been provided with the School Recovery Contingency Plan and 'Returning to School Guide'. which details issues such as the following: 'Returning to School Guide'. <u>Prior to August 11th</u> All staff must 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) • Updated Fire Evacuation Procedures (The latest Guidance on these measure can be found by clicking the following link Social Distancing Guidelines). <p><u>On first day of school entry</u></p> <p>Service Users should complete health & safety orientations including:</p> <ul style="list-style-type: none"> • Social distancing and corridor system plans for staff/other adults • Handwashing training <p>All will take responsibility for challenging those not following guidance.</p>						
Personal Hygiene	Staff, pupils, visitors (agreed only in advance)	<p>Staff will follow good infection control guidance (Infection Prevention and Control in Childcare Settings (Day Care and Childminding Settings)).</p> <p>Handwashing procedure posters are displayed in areas where handwashing takes place.</p>	P	Extreme	Likely	High	August 2020	11/8/2020

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>All staff/service users will wash hands at agreed areas – pupils in their own classrooms and staff in the staff toilet before entering setting and build handwashing into daily routine</p> <p>Where hand washing facilities are limited, hand sanitiser will be provided. This will be the case outside for outdoor learning/PE, Library and staff offices where no sink is present.</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> <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 ● Prior to entering school transport ● When arriving home 						

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.						
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 times and lunchtime.</p> <p>School has an identified an isolation area (girls' changing rooms) where pupils can wait and a process in place for them to be moved to outside to meet parents to be taken home.</p> <p>PSA and pupil, both wearing a mask, to walk, if able to walk, to the area outside the front foyer (beside picnic bench). All surfaces from isolation room to outside area including the bench if used. Guidance on Test and Protect to be issued to parent on collection of child. Mask to be kept on by child on journey home.</p> <p>Parents taking siblings of different ages will wait in designated areas out with the perimeter of the school. Signage will be in place to manage this with signage for each class.</p> <p>Timetable organised to reduce movement of pupils around the school as much as possible.</p> <p>The canteen is only to be used to provide seating, with staggered entry to maintain social distancing rules. Seating has been rearranged to ensure 2m distancing is possible between adults and pupils and between pupils - minimising mixing groups.]</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.</p> <p>Staff requested to keep in touch through remote technology such as phone, internet and social media.</p> <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</p>	E	Major	Possible	Medium	June 2020	11/8/2020

Commented [AM8]: Waiting area for parents bringing siblings of different ages?

Commented [AM9]: Seating to be organised/removed so that social distancing met in staff/canteen areas

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>outdoor settings (where possible) to support children should be used initially.</p> <p>a need to ensure that face coverings are worn by staff in classrooms and communal areas. Fluid resistant face masks are the preferred option.</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 keep left system is implemented and visual aids, such as floor strips, signage are used for maintaining two meters distance from adults.</p> <p>Desks are arranged to maintain a minimum of 2 meters from each other, with staff facing in opposite directions where possible (e.g. Teacher's workstations in class, in 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 appropriate PPE arrangements in place (Education PPE Guidance to be followed) This will apply for staff working with ELC children and within the ASN provision.</p>						

Commented [AM10]: This is more relevant special needs schools and medical/personal care.

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>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/disinfectant provided.</p> <p>The outdoor areas will be used regularly, where possible, to support social distancing and staff will plan for this.</p> <p>All Physical Education takes place outside;</p> <p>Numbers of employees/service users in a room will be restricted to comply with capacity figures of each individual room. Signage indicates room capacity for staffrooms where adults are required to maintain 2m distance. Breaks are staggered to ensure maximum capacity is not reached. All contained in the school return plan which can be found on the school website.</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>						

Commented [AM11]: How this managed? Signs? Can the maximum numbers per room be listed in an appendix or documented somewhere else like a school plan?

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>If service users refuse to comply with ACC risk assessment then service user should be removed from setting or asked to work from home.</p> <p>The number of learners/staff within each area is limited as appropriate with regard to the 2m distancing rule.</p> <p>This will be managed by the class teacher and assigned PSA. Staffrooms capacities (Staffroom 1 – 6 adults, Staffroom 2 13 Adults) will be monitored by staff and SLT. Signage will clearly communicate the capacity of the room. Staff will not move between staffrooms. Staff and Pupils will not move between classes unless emergency conditions require this.</p>						
Dining arrangements	Staff, pupils, visitors (agreed only in advance)	<p>Staff and pupils should bring their own snack etc for morning interval if required and packed lunch for the first week. The provision of free school meal vouchers will continue.</p> <p>For week commencing Monday 17th August, packed lunch service will be provided. From Monday 24th August, normal service will be provided. Lunches will be staggered to ensure smaller numbers in the dining hall at one time.</p> <p>Morning breaks and lunch breaks should be staggered to reduce number of pupils queuing / congestion in the dining hall.</p> <p>All pupils and staff must remain on site for lunch in order to limit their contact with others out with the school -These arrangements will be reviewed as restrictions are reviewed</p>	P	Major	Possible	Medium	June 2020	11/8/2020

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> <p>All employees and service users will be asked to bring a packed lunch and the provision of free school meal vouchers will continue.</p> <p>Lunchtime supervision will be provided by PSAs and members of SLT. Each PSA is assigned to a class and they will accompany the class in the playground to play in their assigned zoned area.</p>						
Use of Toilets	Staff, pupils, visitors (agreed only in advance)	<p>Break times will be staggered over a 45 minute period with 3 groups having 15 minutes break end on to each other. Lunch times will be staggered by rotating who is in the playground and hall . There will be 3 intakes to the lunch hall staggered over 1 hour period. Maintenance of 2m distance between adults and children will be adhered to.</p> <p>Each class will have an assigned toilet block which will be shared with 1 or 2 other classes. Signage will indicate which class can use which toilets. 1 child per class will be permitted to the toilet at one time.</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. Children will wash hands on re-entering their class.</p> <p>There will be a visual system in place for staff toilets.</p>	P	Major	Possible	Medium	June 2020	11/8/2020

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
Employees / Service user becomes unwell	Staff, pupils, visitors (agreed only in advance)	<p>In line with procedures and guidance, only allow employees and service users in good health to be in the setting. If someone develops any of the symptoms:</p> <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/</p> <p>All school staff will be asked to familiarise themselves with the local Test, Trace, Isolate and Support Strategy.</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 – the member of SLT responsible for the stage which the class is in will cover the class until an alternative cover can be arranged. Minimising the number of adults in contact with the class will be a main consideration when arranging cover. 	P	Major	Possible	Medium	June 2020	11/8/2020

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
		Service User <ul style="list-style-type: none"> Isolation area within the building identified 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 On collection, immediately leave the building and go directly home Facilities informed and deep clean carried out 						
Cleaning and hygiene measures								
Environmental Cleaning	Staff, pupils, visitors (agreed only in advance)	<p>A deep clean of the property / site before returning is performed if required.</p> <p>Where there has been a COVID-19 case, the cleaning regime will be in accordance with strict rules outlined in COVID-19-decontamination-in-non-healthcare-settings.</p>	P	Minor	Possible	Low	05/06/20	11/8/2020
Cleaning Frequency	Staff, pupils, visitors (agreed only in advance)	<p>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.</p> <p>Toilets and washrooms will be cleaned daily by cleaning staff to maintain high standards of cleanliness, using methods and cleaning products in keeping with national guidance (COVID-19-decontamination-in-non-healthcare-settings).</p>	P	Moderate	Possible	Medium	In place from 11th August and ongoing	11/8/2020
Commonly touched surfaces	Staff, pupils, visitors (agreed only in advance)	<p>Additional sanitisation of taps and flush handles will be undertaken by janitorial services on a regular basis during the school day. All other areas will be cleaned by cleaning staff before the start of every day, paying special attention to door handles, table/counter tops, bannisters, and other areas touched regularly by staff and children, with additional cleaning during the day.</p>	P	Moderate	Possible	Medium	In place from 11th August and ongoing	11/8/2020

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>Sanitising wipes will be available in each setting (e.g. classrooms, offices, etc) to ensure cleaning and disinfection of frequently touched objects and surfaces (e.g. telephones, keyboards, door handles, desks, tables). This should be undertaken by staff on duty or service users if appropriate.</p> <p>Where practical, soft furnishings are removed to minimise the areas where viruses can be difficult or time consuming to remove.</p> <p>Users should wash/sanitise hands after opening or closing blinds. Blinds kept opened and locked if they cannot be removed. One member of staff responsible for operating the blinds.</p> <p>Rugs and mats are removed where safe to do so to make cleaning and disinfection of floors easier.</p> <p>Appropriate cleaning products are used during daily preventative clean regime.</p> <p>Staff avoid touching common pieces of equipment such as photocopiers/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 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. This includes teaching and play resources such as toys, books, etc. the sharing of which should be minimised. Smaller pupil group sizes are recommended.</p> <p>Any use of common work equipment is restricted and managed.</p>						

Commented [AM12]: Control mentioned in section C of checklist above need to be included here.

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.						
Use of cleaning products	Staff, pupils, visitors (agreed only in advance)	<p>Persons undertaking the cleaning have been instructed with clear safe usage <u>instructions</u>. SG guidance recommends that younger children access toys and equipment that are easy to clean. Resources such as sand, water and playdough should only be used by consistent groupings of pupils.</p> <p>Pupils should be discouraged from bringing into school their own toys and / or sharing with others their personal belongings.</p> <p>Children, young people and staff can take books and other resources home, although unnecessary resource sharing including textbooks should be avoided, especially where this does not contribute to education and development. There should be arrangements in place for cleaning of resources between use. Any hard to clean resources should be removed from the environment.</p> <p>Library books should be quarantined for 72 hours upon return to the library.</p> <p>The relevant Safety Data Sheet and COSHH assessment is provided for the substances in use. (Early Years / Facilities staff)</p> <p>Correct PPE is provided for the use of cleaning materials</p>	P	Moderate	Possible	Medium	In place from 11th August and ongoing	11/8/2020
Housekeeping	Staff	<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 by facilities staff without contacting the contents.</p>	P	Moderate	Possible	Medium	In place from 11th August and ongoing	11/8/2020

Commented [AM13]: SG guidance recommends that younger children access toys and equipment that are easy to clean. Resources such as sand, water and playdough should only be used by consistent groupings of pupils.

Pupils should be discouraged from bringing into school their own toys and / or sharing with others their personal belongings.

Children, young people and staff can take books and other resources home, although unnecessary resource sharing including textbooks should be avoided, especially where this does not contribute to education and development. There should be arrangements in place for cleaning of resources between use. Any hard to clean resources should be removed from the environment.

Library books should be quarantined for 72 hours upon return to the library.

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
		Facilities Staff are instructed that the emptying of bins and wastepaper baskets should be followed by hand washing.						
Close contact / Spillages – bodily fluids, blood, vomit	Staff, pupils, visitors (agreed only in advance)	<p>Employees will follow Education PPE Guidance and should wear appropriate PPE including Fluid resistant face masks (type IIR) for work where individual risk assessment has identified the need at times where staff will provide intimate care or have direct contact (within 2 metres) of children for a period of 10 minutes or more such as:</p> <ul style="list-style-type: none"> ➢ supporting the medical and additional support requirements of children with complex needs ➢ where there are invasive interventions required ➢ where children have difficulty maintaining social distancing for 10 minutes or more <p>Identified Health & Wellbeing Coordinator (H Valentine – PSA) will ensure that a regular stock take is done and order completed on a 4 weekly basis. Completed orders should be in by 12pm Wednesday of week 3.</p> <p>PPE Order</p> <p>Central Order of</p> <ul style="list-style-type: none"> • Gloves • Aprons • Face Masks – fluid resistant • Paper towels/tissues • Hand Sanitiser • Goggles • Disinfectant – COVID Guard or Pura Maxim <p>Local order of</p> <ul style="list-style-type: none"> • Tissues 	P	Moderate	Possible	Medium	In place from 11th August and ongoing	11/8/2020

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, pupils, visitors (agreed only in advance)	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. 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. Building has suitable lightening conductors / protection. The fire risk assessment suitable & sufficient / current.	P	Extreme	Possible	Medium	August 2020	11/8/2020
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, pupils, visitors	Workplace temperatures are not too hot or too cold (at least 17 degrees Celsius).	E	Minor	Possible	Low	in place for 11 August	ongoing

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
	(agreed only in advance)	Measures can be taken to control temperature extremes and/or humidity levels such as through computerised EHAV system.					and ongoing	
Ventilation	Staff, pupils, visitors (agreed only in advance)	Natural ventilation is available in the workplace, e.g. windows or open doorways. If natural ventilation is insufficient, ventilators, fans or air conditioners provided to ensure a consistent flow of fresh air. Air exchange rate of the air handling system meet standard requirements for the occupants in the building. Ventilation systems have been adequately maintained and serviced.	E	Minor	Possible	Low	In place for 11 August and ongoing	11/8/2020
HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work,	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	Proposed Timescale	Action Completed Date/Initial

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.						
equipment, specific tasks etc.						Medium Low		
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, pupils, visitors (agreed only in advance)	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).	P	Extreme	Possible	High	August 2020	8/11/2020
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, pupils, visitors (agreed only in advance)	Tanks, taps and shower outlets inspected and maintained. Suitable controls in place to reduce the risk of legionnaires disease.	P	Major	Possible	Medium	August 2020	8/11/2020

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.						
		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						
Drinking water	Staff, pupils, visitors (agreed only in advance)	Separate drinking water facilities should be made available for staff and pupils. All pupils to bring in a named water bottle – refilling can be done in each class.	P	Moderate	Possible	Medium	August 2020	11/8/2020

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.						
		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, 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,	P	Major	Possible	Medium	August 2020	8/11/2020

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.						
		plant and equipment e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems.						
Lift Statutory Inspections	Staff, visitors, pupils	The thorough examination, inspection, testing and maintenance records for the lifts in date.	P	Major	Possible	Medium	August 2020	n/a
Plant and Equipment	Staff, visitors, pupils	<p>There is a planned preventative maintenance schedule and inventory available for key items of plant and equipment and are up-to-date</p> <p>All fixed guards on machinery in place, secure and well maintained.</p> <p>The safety devices and controls e.g. emergency stops, light guards etc been checked to ensure safe operation.</p> <p>Defective equipment been taken out of service awaiting repair.</p> <p>Enough space is available for personnel to undertake their tasks safely and comfortably.</p> <p>Personnel have the appropriate competences and/or trained to use machines/work equipment.</p>	E	Major	Possible	Medium		
Signed:	Lisa Walker	Assessment Date:	Further action required: No		Action Review Date(s):22/9/2020			
Name:	Lisa Walker	05/01/2021			Next Review Date:31/01/2021			

Action Plan

Point Ref	Details of Corrective Action Required	Timescale	Responsible Person	Closed Out
A1	Risk assessment for staff with self-declared health condition to be undertaken with all relevant staff	June 2020	Line managers/H&S	11/8/2020
A3	Tracking system to be developed and maintained for vulnerable staff	June 2020	CJ//P&O/line managers	11/8/2020
A5c	Guidance on school building arrangements for each building to be created and circulated as appropriate	June 2020	HTs /Corporate Landlord	11/8/2020
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/Corporate Landlord	11/8/2020
B6/B7	Contractor and visitor to schools protocol and policy to be updated and shared with all schools	June 2020	Corporate Landlord	
B8	Co-ordinated procurement of PPE including hand sanitiser and cleaning materials	June 2020	FL/H&S	
C	Soft furnishings/blinds/mats etc to be removed where safe to do so	August 2020	HTs /Corporate Landlord	11/8/2020
C1	Each school building to be deep cleaned before staff and/or pupils return	June 2020	Facilities	11/8/2020
C2-4	Cleaning guidance issued to all schools	June 2020	Facilities	11/8/2020
C8	Provision of appropriate cleaning products and usage instruction to school staff	June 2020	Facilities	11/8/2020
D1-6	All required building related safety inspections undertaken and completed	August 2020	Corporate Landlord	
Additional Comments				

Signed:

Lisa Walker

Date: 8/11/2020

Appendix A

Checklist and Risk Assessment for Individual Worker re Covid-19

<p>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.</p> <p>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.</p> <p>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.</p>			
Employee's name:		Date:	
Job title:		Line Manager's Name:	
Form completed by:			
<table border="1" style="width: 100%;"> <tr> <td style="height: 20px;">Any known recommendations made by Doctor and/or Occupational Health Specialist:</td> </tr> </table>			Any known recommendations made by Doctor and/or Occupational Health Specialist:
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		

1.8	Increased vulnerability: Is the employee within a higher risk category including, Black, Asian & Minority Ethnic		
<p>Risk</p> <p>The level of risk will depend on;</p> <ul style="list-style-type: none"> • the work environment • the type of work carried out • the distance that can be maintained between the employee and any possible source of infection • the level of hand cleaning regime in place • the level of information provided • the effectiveness of existing controls that are in place <p>In some cases, workers may be more vulnerable to infection because of age (70 and over) or an existing condition such as:</p> <ul style="list-style-type: none"> • 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) 		<p>How to minimise the Risk</p> <p>When assessing the infection risks to staff the following controls should be considered:</p> <p>Avoid contact with possible sources of infection by;</p> <ul style="list-style-type: none"> • Avoiding having to work in areas where there is a known covid-19 sufferer where possible • 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 • wearing gloves, where practicable, to prevent contact with potentially contaminated surfaces • ensure employees have the facilities to carry out regular hand washing using soap and water for 20 seconds or hand sanitiser • provide employees information about the symptoms and the control measures required • provide employees with the correct PPE • employees to report situations which they feel may have exposed them to the virus <p>If a person is aged 70 or over or suffering from any of the chronic conditions as described then they may have been advised to shield and stay/work at home.</p> <p>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.</p>	

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

Appendix B – Risk Assessment Scoring and Rating Table

Appendix 2 - Risk scoring and rating table

Severity (S)

This is the degree of harm that may be caused

1. NIL	No risk of injury or harm.
2. LOW	Causing a minor injury which would allow the person to continue work after first aid treatment on site or at a local surgery.
3. MEDIUM	Causing injury or harm capable of keeping a person off work for more than three days or more and reportable under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 RIDDOR.
4. MAJOR	Causing a major injury reportable under RIDDOR.
5. HIGH	Causing a death to one or more people.

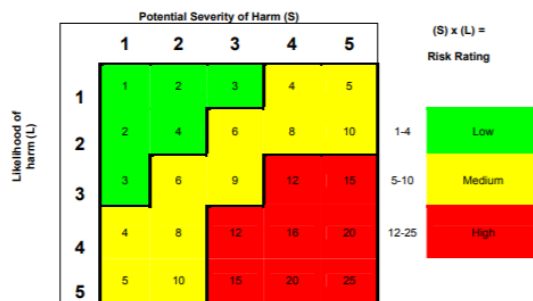
Likelihood (L)

This is the likelihood that an event will occur

1.	HIGHLY UNLIKELY	Only under a very rare combination of circumstances /conditions could there be any likelihood of an accident or illness.
2.	UNLIKELY	Possible occurrence if other factors were present the incident might occur but the probability of this is low.
3.	LIKELY	The accident may happen.
4.	HIGHLY LIKELY	If the prevailing circumstances continue it is probable an accident will occur.
5.	NEAR CERTAIN	If the work continues as it is, there is almost a 100% certainty an accident will happen.

SEVERITY (S) x LIKELIHOOD (L) = RISK RATING (RR)

The risk rating based on existing situation including control measures present at the time of assessment can be evaluated as follows:



1 - 4 Low	Review on change of process or if circumstances change. Any small and/or easy methods to improve should be made to ensure continuous improvement of risk management.
5 - 10 Moderate	Examine areas of exposure in the activity; decide timescales for completion of all agreed actions and record on action plan. Provide additional monitoring of agreed controls until they are fully implemented. Closely monitor effectiveness of new controls put in place
12 - 25 Unacceptable STOP!	Until effective interim controls are agreed and implemented, and an action plan to permanently reduce the risk to an acceptable level has been agreed do not recommence