**Fernielea School Beyond Level 0 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](https://peopleanytime.aberdeencity.gov.uk/coronavirus-advice-for-employees/coronavirus-staying-safe-while-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](https://www.gov.scot/collections/coronavirus-covid-19-guidance/) pages will provide you with the latest links as well as [Health Protection Scotland](https://www.hps.scot.nhs.uk/a-to-z-of-topics/covid-19/) and [NHS](https://www.nhs.uk/conditions/coronavirus-covid-19/).

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

[Guidance on Social Distancing in the Workplace](https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance)

[Guidance for Employers & Businesses on COVID-19](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19)

[Guidance on Shielding and Protecting Extremely Vulnerable Persons](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19)

[Guidance on Protective Measures in Education and Childcare Settings](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings)

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# 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.

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| **Service area: Operations Integrated Childrens and Families Services** |
| **Site Address: Fernielea School, Stronsay Place, Aberdeen AB156HD** |
| **Service manager: Chief Education Officer – Eleanor Sheppard** |
| **Inspection Undertaken by: Head Teacher Lisa Walker** |
| **Approved by: QIM Gael Simpson** |

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| **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) |

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| **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** | The individual worker’s risk assessment was provided to every member of staff. Necessary staff asked to return them to HT.  Individual risk assessments were carried out with staff identified at higher risk prior to returning to work in August 2020. Risk assessments will be updated if there is a change is a member of staff’s health.  All other staff have been issued completed Covid Age calculator forms (Sept 2020/October 2020).  Staff will re-calculate Covid Age should their health circumstances change.  It is now recommended that pregnant women have the vaccine and continue to make use of individual risk assessments to keep risk as low as is practically possible to pregnant women, particularly in the third trimester.  Beyond Level 0 -People in the highest risk group (those previously shielding) should have received a letter from the Chief Medical Officer. His advice is that people at highest risk can now follow the same advice as the rest of the population in the context of our cautious approach to easing restrictions. The Chief Medical Officer’s advice to everyone on the list is that it is currently safe to go into work if you cannot work from home and that it is safe to use public transport. |
| 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** | Employees will record absence within CoreHR.  COVID AGE is recorded in COre HR    The risk assessment has been circulated to all staff and a copy shared with the school QIM and school TU reps.  Individual risk assessments were carried out with staff identified at higher risk prior to returning to work in August 2020. Risk assessments will be updated if there is a change is a member of staff’s health.  All other staff have been issued completed Covid Age calculator forms (Sept 2020/October 2020).  Staff will re-calculate Covid Age should their health circumstances change.  Beyond Level 0 -People in the highest risk group (those previously shielding) should have received a letter from the Chief Medical Officer. His advice is that people at highest risk can now follow the same advice as the rest of the population in the context of our cautious approach to easing restrictions. The Chief Medical Officer’s advice to everyone on the list is that it is currently safe to go into work if you cannot work from home and that it is safe to use public transport. |
| 4. | Where practicable will staff still be allowed to work from home/remotely. | **Y** | **Green** | 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. |
| 5. | Can all staff maintain the [Scottish Government](https://www.gov.scot/collections/coronavirus-covid-19-guidance/) guidelines for social distancing based on your industry ([The latest Social Distancing Guidelines available here](https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance#shops-running-a-pick-up-or-delivery-service)). These could include but are not limited to the following: | **Y** | **Amber** | |  | | --- | | Beyond Level 0 - In accordance with SG Guidance, physical distancing between adults and between adults and children should remain in place in the school estate. However, this may be compromised by needs of individual children. Class groupings/bubbles are no longer required to be maintained in schools however activities such as assemblies/large group gatherings will be avoided at present.  All staff (including P1 & P2) must wear fluid resistant face masks whenever they are within 2m distance of children or adults. Unless in exceptional circumstances, staff must remain 2m from other staff at all times. All staff (including P1 & P2) must wear fluid resistant face masks whenever they are within 2m distance of children or adults.  In classes 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.  Capacity displayed on door of each room.  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.  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.  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.). In Fernielea, all staff wear FRMs at all time apart from when sitting in staffroom eating/drinking  Staffroom has been altered and numbers limited to take account of social distancing. Staffroom 1 6 people and Staffroom 2 12 people. Staff will need to bring their own food and drinks.  Staff are advised not to eat in the same room as pupils. | |
| 5a | Are you able to segregate staff’s activities to promote 2 metres distance? | **Y** | **Amber** | Beyond Level 0 - In accordance with SG Guidance, physical distancing between adults and between adults and children should remain in place in the school estate. However, this may be compromised by needs of individual children. Class groupings/bubbles are no longer required to be maintained in schools however activities such as assemblies/large group gatherings will be avoided at present.  All staff (including P1 & P2) must wear fluid resistant face masks whenever they are within 2m distance of children or adults. Unless in exceptional circumstances, staff must remain 2m from other staff at all times. All staff (including P1 & P2) must wear fluid resistant face masks whenever they are within 2m distance of children or adults.  In classes 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.  Capacity displayed on door of each room.  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.  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.  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.). In Fernielea, all staff wear FRMs at all time apart from when sitting in staffroom eating/drinking  Staffroom has been altered and numbers limited to take account of social distancing. Staffroom 1 6 people and Staffroom 2 12 people. Staff will need to bring their own food and drinks.  Staff are advised not to eat in the same room as pupils. |
| 5b | Are you able to limit the amount of contact staff have with each other to 10 minutes or less | **Y** | **Amber** | In classes 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.  Capacity displayed on door of each room.  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.    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.    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.). In Fernielea, all staff wear FRMs at all time apart from when sitting in staffroom eating/drinking    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.  Staff are advised not to eat in the same room as pupils. |
| 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** | Separate entrances and exits for particular year groups. Signage will support direction of travel – keeping left where possible.  On stairs – only one class at a time – staggered start and finish will support low contact. No bells, staff to move and not to create halting points. Waiting marks at specific points along corridors to enable safe stopping to allow others to pass.  Induction process for new pupils starting school. |
| 6. | Have staff been trained / notified before returning to work on any new procedures. | **Y** | **Amber** | Handwashing  PPE - donning and doffing video shared every term and as required.  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  First Aid information shared and refreshed termly. |
| 7. | Have staff been instructed on how to hand wash effectively, for the suggested duration and maintain good hygiene practices. | **Y** | **Amber** | As above  Signage is available at all hand wash stations |
| 8. | Have staff been instructed on social distancing where practicable while at work. | **Y** | **Amber** | Beyond Level 0 -In accordance with SG Guidance, physical distancing between adults and between adults and children should remain in place in the school estate. However, this may be compromised by needs of individual children. Class groupings/bubbles are no longer required to be maintained in schools however activities such as assemblies/large group gatherings will be avoided at present.  In classes 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.  Capacity displayed on door of each room.  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.  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.  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.). In Fernielea, all staff wear FRMs at all time apart from when sitting in staffroom eating/drinking  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.  Staff are advised not to eat in the same room as pupils. |
| 9. | Have staff been trained on what to do if they are experiencing COVID-19 symptoms. | **Y** | **Amber** | 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. |
| 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** | 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.  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. |

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| **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** | all reverse parking to limit exiting cars at same time  once in school staff are not required to use their vehicles |
| 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 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).    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.  Parents and children issued with pictorial guide to support correct and safe entry into the grounds by pupils  Guidance sent to parents and carer prior to restarting new term Aug 2021. Signage refreshed at entrances for new term. |
| 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) |
| 7. | Is it practicable to confine visitors to strictly defined areas and avoid unnecessary movements around the building? | **Y** | **Green** | 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.  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.  HT can go to the front area – if required.  HT office set up to ensure social distancing and is well ventilated – if required  Hand sanitiser at front office should someone enter  Signage  Pupils must not be taken out of school for appointments unless absolutely necessary. A change of clothing must be done prior to return to school.  Staff to remain in the building at lunchtime (advisory) |
| 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** | Procurement of Hand Sanitiser and Cleaning materials to support  Support staff to maintain supplies for their own classes/rooms and facilities staff to monitor corridor supplies of sanitiser. |
| 9. | Is advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and where people congregate. | **N** | **Green** | Signage is displayed throughout the school at every handwashing point |
| 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. Spare signs are kept in both staffrooms for ease of access |

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| **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 27th July 2020 - further clean was carried out due to flooding 13 August 2020 |
| 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 area of school (teacher in room). PSA in Hub rooms.  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** | **Green** | 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 (class teacher) to manage blinds in own room and in other areas of the school the mechanism will be cleaned before and after each use. If opening or closing blinds/windows, 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 (Gym hall)  For individual learner who benefits from the use of a specific soft item, use will be limited to only them. |
| 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. PPE PSA appointed to manage stores and distribution |

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| **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](https://www.alcumusgroup.com/guidance-health-safety-inspection-checklist). | | | | |
| **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. |

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| Signed: | Lisa Walker | Date: | 16/8/2021 |

**COVID-19 Health & Safety Risk Assessment - Level Beyond 0**

| **HAZARD** | | **AT RISK** | **CONTROL MEASURES** | **PROBABILITY WORST CASE OUTCOME** | | | | | | |
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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** |
| **Safety of all –** | | | | | | | | | | |
| Psychological well being | | Staff, pupils | 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 – R SImpson (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.  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.  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.  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.  Concerns on workload issues or support needs are escalated to line manager.  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.  Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs  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.  Employees are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc) through line managers.  Employees are made aware of the impact of COVID 19 on their job/change of working environment.  . | E | Major | Possible | Medium | | June 2020 | 11/8/20 |
| Psychological wellbeing | | Pupils | 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  Ensure first aiders on site at all times following appropriate ratios.  Ensure named Child protection officer available within each setting – HT or DHT. Parents have been reminded of these arrangements within the Contingency Plan.  All ACC policies adhered to at all times.  Staff working with children to continue to be calm, nurturing and caring, seeking confirmation from line manager for support if required. | E | Major | Possible | Medium | | June 2020 | August 2020 |
| Additional risk posed to pupils in shielding category. | | Pupils in Shielding Category | Beyond 0 -People in the highest risk group (those previously shielding) should have received a letter from the Chief Medical Officer. His advice is that people at highest risk can now follow the same advice as the rest of the population in the context of our cautious approach to easing restrictions. Staff will check if new children joining the school have any medical conditions which require an individual risk assessment. | P | Extreme | Possible | High | | Jan 2021 LW  Aug 2021 LW | Jan 2021 Lisa Walker |
| Virus transmission in the workplace | | Staff, pupils, visitors (agreed only in advance) | Beyond 0 -Staff who have not received both doses of the vaccination will be encouraged to do so as soon as possible. Staff, children or young people who develop the symptoms of COVID-19 (high temperature, new continuous cough or a loss or change to sense of smell or taste), or who test positive using PCR tests or Lateral Flow Device (LFD), must self-isolate immediately in line with NHS Guidance. Parents and staff should continue to advise schools of a positive test.  Any adults who are fully vaccinated and who are identified as close contacts of positive cases should now:  •Self-isolate immediately and book a PCR test. They should continue to self-isolate while awaiting their results;  •If the test is positive, they should continue to self-isolate in line with NHS guidance. This states that they should remain at home and should not go to work, school, public areas or use public transport. They should not go out to buy food or other essentials;  •If the test is negative and the close contact remains without symptoms, they may end self-isolation and resume their daily lives, even if they have ongoing contact with the index case (e.g. a household member).  •Close contacts should remain vigilant and if symptoms newly develop at any time, they must follow NHS guidance, self-isolate immediately and book a PCR test.  If a close contact has had a positive PCR test in the last 90 days, they do not need to do another PCR test to be exempt from self-isolation, provided they are fully vaccinated and remain asymptomatic.  Adult staff who are fully vaccinated should ensure they continue to test twice weekly using LFDs.  From 9th August, U18s who are identified by Test and Protect as close contacts of positive cases should:  •Self-isolate immediately and book a PCR test. They should continue to self-isolate while awaiting their results.  •If the test is positive, they should continue to self-isolate in line with NHS guidance.  •If they need support, and cannot get this from friends or family, the National Assistance Helpline is there to help and can be reached on 0800 111 4000. The local number is 0800 0304 713  •If the test is negative, and the child or young person remains without symptoms, they may end self-isolation and returning to school, even if they have ongoing contact with the index case (e.g. a household member).  •Close contacts should remain vigilant and if symptoms newly develop at any time, they must follow NHS guidance and self-isolate immediately.  •If an under 18 close contact has had a positive PCR test in the last 90 days, they do not need to do another PCR test to be exempt from self-isolation provided they remain asymptomatic.  From 9th August, people who are aged between 18 years and 18 years and 4 months, and who are not yet vaccinated or who have only had a single dose of the vaccine, should follow the guidance above for fully vaccinated adults.  From 9th August, exemptions from testing will apply to close contacts who are aged under 5, or who for medical reasons are unable to be tested or are exempt. For these groups, a PCR test will not be required to end self-isolation. However, children under 5 who are close contacts may be encouraged to take a PCR test where possible. This reflects the lower risks of infection and transmission in this age group, and the fact that younger children may find it harder to tolerate testing.  If a child, young person (or their parent/carer if under 16 years) or staff member is contacted by Test and Protect and identified as a high-risk close contact while at school, the person should leave school and travel home avoiding the use of public transport wherever possible and, if possible, they should wear a face covering en-route. They should then follow the guidance on self-isolation and PCR testing provided by Test and Protect, as summarised above. The Scottish Government has published advice around how to self-isolate, including advice for employers on how to support people who are asked to self-isolate.If the child or staff member cannot leave schoolimmediately,they will wait in an Isolation Space in school.  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.  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.  All employees requested to attend Fernielea School should review this risk assessment, feedback any concerns and agree the content at school level. The risk assessment will be circulated to all staff and a copy shared with the school QIM and school TU reps.  Beyond 0 – for music activities staff will adhere to the following guidelines:  [Practical activities guidelines | COVID-19 education recovery | National Improvement Hub](https://education.gov.scot/improvement/covid-19-education-recovery/covid-19-return-to-educational-establishments/)  Beyond 0 - People in the highest risk group (those previously shielding) should have received a letter from the Chief Medical Officer. His advice is that people at highest risk can now follow the same advice as the rest of the population in the context of our cautious approach to easing restrictions.  The Chief Medical Officer’s advice at level 0 and beyond level 0, is that children and young people on the highest risk list can attending education and childcare. Parents and carers of any children in the highest risk group will be able to share any specific advice given and risk assessments will be developed/updated to reflect this.  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 email and online meetings.(i.e.line managers, HR) and shared with staff.  In accordance with Scottish Government guidance, staff should wear face coverings in communal areas of the school e.g. corridors/staff room.  Staff will follow ACC PPE Guidance. Refreshed guidance will be shared whenever necessary.  Beyond 0 – Physical Education is permitted indoors and outdoors with appropriate mitigations in place. This reflects guidance in the following guidelines: [Practical activities guidelines | COVID-19 education recovery | National Improvement Hub](https://education.gov.scot/improvement/covid-19-education-recovery/covid-19-return-to-educational-establishments/) | E | Extreme | Possible | High | | June 2020 | 11/8/20 |
| Virus Transmission –Contact with a Positive Case | | Staff, Pupils | From 9th August, only those close contacts aged under 18 who are at the highest risk of being exposed to infection will be directly contact traced by Test and Protect, and asked to self-isolate until they have received a negative PCR test. Test and Protect will focus on identification of household, overnight (sleepover) or clear, prolonged close contacts.  From 9th August, schools and ELC settings will no longer be as extensively involved in supporting contact tracing. They may be requested by Test and Protect to support identification of any adult staff or clinically vulnerable U18s who are not fully vaccinated and who have had unusually close or prolonged contact with an index case, so that tailored public health advice can be provided.  The approach of requiring whole classes or groupings of pupils to self-isolate as close contacts will no longer be followed in normal circumstances. The school will be asked to send a “warn and inform” letter to staff, parents/carers and young people in relevant classes or year groups. Those lower-risk potential contacts in the school/ELC environment will not be advised to self-isolate or seek a PCR test. | P | Extreme | Moderate | Medium | | August 2021 | August 2021 LW |
| Outbreak of virus | | Staff Pupils | Arrangements for joint working between schools, local authorities and local Health Protection Teams (HPTs) remain as before. The definitions of clusters and outbreaks are unchanged. However, guidance has now been updated to make clear that schools are no longer to contact HPTs to notify them of every single confirmed case in a school setting. Single cases will be identified by Test and Protect and close contacts will be identified through them too.  School staff will adhere to all the measures in place to reduce the chances of an outbreak. Should this happen school staff will follow advicefrom the HealthProtection Team. | P | Moderate | Moderate | Medium | | August 2021 | August 2021 LW |
| Transmission of virus on formities | |  | SG guidance advices that if school resources (for example, text books, jotters) are taken home by a child, there is no longer a requirement to quarantine these for 72 hours upon return to the setting. Evidence on fomite transmission has continued to evolve and Public Health Scotland have now advised that we can remove this requirement from the guidance. Enhanced hand hygiene, as set out elsewhere, should be adhered to by all staff, children and families and is a more proportionate way of reducing the risk of fomite transmission.  Staff using pupil jotters etc will ensure hand washing with soap and warm water/use of alcohol-based hand sanitiser before and after handling. As far as possible and in line with effective practice, staff should avoid touching their mouth, nose and eye area. Good hand hygiene should be sufficient to prevent transmission of infection from these items, even if they are contaminated, as long as the person handling the item does not touch their face between handling the item and decontaminating their hands. Good respiratory hygiene (“Catch It, Bin It, Kill It) continues to be required and reinforced. | P | Moderate | Possible | Medium | | August 2021  June 2020  LW | August 2021 LW |
| Someone entering the workplace with COVID-19 | | Staff, pupils, visitors (agreed only in advance) | 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 appointment only. . Where possible all appointments to be pre-arranged 3-4 days in advance of visit.  From August 2021, contractors and ACC building services will be able attend the school building without notice to carry out critical works. The caretaker will should notify school staff of contractors working on site.  Visitors especially contractors should be by appointment only. Contact details to be recorded when signing in. Discuss arrangements with corporate Landlord  Staff are made aware of COVID-19 symptoms via training sessions and visual aids such as posters in key locations, screensavers  External visitors on site will be carefully managed and only where necessary to support the wellbeing of pupils. –posters will be displayed at all entrances/exits. Parents will not be allowed entry to the school building and will be encouraged to make contact by email / phone and not in person.  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  Parents/carers may accompany children onto school premises where this is agreed with the school and strictly necessary to support children and young people. Any such visits should be risk assessed and agreed in advance as being necessary by schools. Otherwise, where virtual arrangements for parental engagement are already in place and working well, these should continue to be used.  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  Regular visitors to the school will be offered twice weekly lateral flow testing via the school Covid Co-ordinator (Maryann Morrison) | P | Extreme | Possible | High | | June 2020 | 11/8/20 |
| Visitors to ELC | | Staff, pupils, visitors | At Beyond Level 0, in ELC:  Visits by parents/carers permitted to support children (e.g. during their transition to a new setting) but limited to three households at a time and per day when indoors. Up to 10 households can visit at a time and per day, provided they remain outdoors and the visit is planned in advance.  Where virtual arrangements for parental engagement are already in place and working well, these should continue to be used.  Parents should be encouraged to take part in the universal testing offer prior to entering the setting.  The number of visitors from the same household should be kept to a minimum (no more than two and ideally one).  The number of staff meeting with parents/carers in each visit should also be kept to a minimum.  Visits by parents must not take place if there is a positive case in the home or an outbreak in the setting. | P | Moderate | Possible | Medium | | August 2021 | August 2021 LW |
| Other Professionals/Supply Staff | | Staff, pupils, visitors | In line with the latest ACC Routemap which shows up to Level 0, the following mitigations apply until the Routemap is updated to show mitigations beyond Level 0:  **Janitorial Staff/Cleaning/Catering/Facilities-**  -Catering service is delivered exclusively within education settings with individual school-based staff. Any movement of staff between schools should be for critical cover needs only.  -Catering Team Leaders site visits should be kept to an absolute minimum and all COVID-19 mitigations must be followed.  -Where possible Janitors limited to working in one school per week, with additional control measures in place when attendance at two Primary schools per day is required.  -Janitorial Team Leaders site visits should be kept to an absolute minimum and all COVID-19 mitigations must be followed.  -Where possible Cleaning staff should be limited to working in one school per week, with additional control measures in place when attendance at more than one setting.  -CleaningTeam Leaders site visits should be kept to an absolute minimum and all COVID-19 mitigations must be followed  -Distribution service (mail delivery and collection) can continue on the weekly schedule, with Distribution Assistants following all COVID-19 mitigations.  -For all Facilities Management service employees, contact with other members of staff should continue to be limited and all of individual, service specific and school risk assessment must be strictly followed.  **IT Analysts / SuperTechs-**  -Work predominantly from home school where possible  -Access to non-base schools to be outwith school hours where possible and school risk assessments to be followed  -Resources to be accessed from a central point where possible to limit movement  -Digital meetings only  **Health & Wellbeing e.g. Allied Health, Social Work, Educational Psychologists, Peripatetic staff and Fit Like Hubs**  -Follow agreed guidance and service and school risk assessments with mix of digital and socially distanced face to face support.  -Careful consideration of space to be used to minimise contacts-Digital meetings only  **Partners** -Sport Aberdeen including Adventure Aberdeen and Active Schools, AFCCT, RADS, SofF, Big Noise Torry, Nescol Technology challenge, Mudpies, Bon Accord Care, SHMU, Citymoves, Aberlour etc –  -Working in no more than one school per day.  -Follow approved Organisation RA-Ensure school risk assessment is adhered to  Our school risk assessment will be shared with such staff prior to work in the school or as soon as they start.  **Contactors / Building Services / Tradespeople-**  -Visits to school premises for essential (health and safety) repairs and statutory maintenance and inspections only.  -Limited to 1 school per day where possible, and additional control measures in place where this is not possible. | P | Moderate | Possible | Medium | | Jan 2021 | Jan 2021  Lisa Walker |
| Travel to school buildings | | Staff, pupils, visitors (agreed only in advance) | Wherever possible private transport should be used to maintain isolation from the public when commuting to the school building.    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”.    Beyond 0  -Escorts to follow advice for public transport i.e. wearing of face coverings and maintaining physical distancing where possible. Children aged 5-11, who were previously asked to wear face coverings, no longer need to do so.  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.  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.  Children are encouraged to avoid travelling to school on either public or school transport with walking being promoted where safe to do so.  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.  Children are encouraged to avoid travelling to school on public transport, with walking and cycling being promoted where safe to do so.    School transport will be available, but hand sanitising must take place before every journey.    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.  strict limitations on staff movement between schools – staff working in only one school; | P | Moderate | Possible | Medium | | June 2020 | 11/8/20 |
| Entry and exit to building | | Staff, pupils, visitors (agreed only in advance) | Beyond 0 - Class groupings/bubbles are no longer required to be maintained in schools however activities such as assemblies/large group gatherings will be avoided at present however careful entry and exit arrangements ensure we are able to manage hand washing/sanitising on entry/exit.  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.  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.  External visitors will be actively discouraged. Parents will be encouraged to make contact by email / phone and not in person.  Any essential visitors confined to strictly defined areas and unnecessary movements around the building avoided. Areas will be away from contact with children in the HT office, in the front foyer or at the seating outdoors.  All visits should be by pre-arranged appointment with the Head teacher.  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.  If teachers are leaving during the course of the day, they will email rather than physically signing out or use the QR code digital singing out option.  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)  Advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and where people congregate.  Signs displayed reviewed and replaced as necessary (SLT & Janitor) Spare copied to be held in the staffrooms for ease of access to replace. | P | Major | Possible | Medium | | June 2020 | 11/8/20 |
| 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.  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’.  Prior to August 11th  All staff must complete health and safety orientation:   * 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](https://www.gov.scot/collections/coronavirus-covid-19-guidance/)).   On first day of school entry  Service Users should complete health & safety orientations including:   * Social distancing and corridor system plans for staff/other adults * Handwashing training   All will take responsibility for challenging those not following guidance. | P | Major | Possible | Medium | | June 2020 | 11/8/20 |
| Personal Hygiene | | Staff, pupils, visitors (agreed only in advance) | Staff will follow good infection control guidance ([Infection Prevention and Control in Childcare Settings (Day Care and Childminding Settings)](https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2448/documents/1_infection-prevention-control-childcare-2018-05.pdf).    Handwashing procedure posters are displayed in areas where handwashing takes place.  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  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.  Employees or service users who suffer dry skin/dermatitis will carry their own hand cream.  Where tissues are used they will be binned immediately, then hands will be washed.  All will be encouraged and reminded to avoid touching eyes, nose and mouth with unwashed hands and to cough directly to crook of elbow.  Staff/service users will be encouraged to tie back long hair where appropriate and change clothes daily  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.  Handwashing will take place:  ● When entering the building (and returning after lunchtime or appointment)  ● 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  Staff are advised not to eat in the same room as pupils. | P | Extreme | Likely | High | | August 2020 | 11/8/2020 |
| Maintaining 2m distancing | | Staff, pupils, visitors (agreed only in advance) | Beyond 0 -Class groupings/bubbles are no longer required to be maintained in schools however activities such as assemblies/large group gatherings will be avoided at present.  In ELC, fluid resistant face masks must be worn by adults wherever they cannot maintain the appropriate physical distance from other adults (e.g. in corridor and communal areas). They should also be worn when parents/carers are dropping-off and picking-up their children.  In ELC, face coverings are not required when working directly with children. However, staff who wish to wear a face covering in these circumstances should be supported to do so.  Social distancing while at work is maintained by continuing to limit social interactions by staggering start/finish times and lunchtime.  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.  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.  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.  Timetable organised to reduce movement of pupils around the school as much as possible.  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.  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.  Staff requested to keep in touch through remote technology such as phone, internet and social media.  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.  A need to ensure that face coverings are worn by staff in classrooms and communal areas. Fluid resistant face masks are the preferred option.  Staff have been separated into teams to reduce contact between employees. e.g. non-teaching, primary teams and Nursery Teams  Staff activities are segregated to promote 2 meters distance.  Staff face to face contact has been limited with each other to 10 minutes or less.  A keep left system is implemented and visual aids, such as floor strips, signage are used for maintaining two meters distance from adults.  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).  Thorough orientation and ongoing reminders will be given to staff to maintain 2m distancing where possible.  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.  Emergency evacuation procedures/ fire drill & muster point updated and shared with employees / service users prior to or on day of entry.  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.  Items that come into contact with your mouth such as cups & bottles will not be shared.  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.  The outdoor areas will be used regularly, where possible, to support social distancing and staff will plan for this.  All Physical Education takes place outside;  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.  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.  All staff to monitor practice and alert SLT of any potential risks.  This will trigger a review of this risk assessment  If service users refuse to comply with ACC risk assessment then service user should be removed from setting or asked to work from home.  The number of learners/staff within each area is limited as appropriate with regard to the 2m distancing rule.  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. | E | Major | Possible | Medium | | June 2020 LW  Jan 2021 LW  Feb 2021 LW  April 2021 LW  August 2021 | 11/8/2020 |
| Dining arrangements | | Staff, pupils, visitors (agreed only in advance) | Beyond 0 -Class groupings/bubbles are no longer required to be maintained in schools however activities such as assemblies/large group gatherings will be avoided at present. Children will be seated in the dining room/gym hall in year groups.  Since August 2020 lunches have been staggered to ensure smaller numbers in the dining hall at one time.    Morning breaks and lunch breaks have also been staggered to reduce number of pupils queuing / congestion in the dinning hall.    All pupils and staff should 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    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 4 intakes to the lunch hall staggered over 1 hour period. Maintenance of 2m distance between adults and children will be adhered to. 2m distancing between classes will be maintained where possible.  Early Years dining will be within the designated dining area in the lunch hall to ensure that children can remain within the space and rolling snack offered in the setting to limit numbers in kitchen / dining areas    Any uneaten food / waste wrappers etc will be taken home, to help reduce the risk of infection spread.  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.  Staff are advised not to eat in the same room as pupils.  Lunch time arrangements for staff:  •Tables and chairs have been organised to ensure social distancing arrangements.  •Do not share items that come into contact with your mouth such as cups & bottles.  •Staff to provide and use their own cups and cutlery where possible.  •Minimise sharing of items such as dishes, pencils & towels •Numbers of staff in a room to be restricted to comply with capacity figures.  •A Cleaning schedule has been provided for staffroom touch points to be cleaned when used.  If tables and chairs within the area are used these should be wiped down before and after use with the provided disinfectant and paper towels.  Staff should bring their lunch into the school in clean plastic containers that can be removed at the end of the day.  Only perishable items to be stored in any fridge.  All items in containers to be wiped down with disinfectant before the item is stored in the fridge.  Staff should wash hands before placing items in the fridge and after replacing items in the fridge; this will ensure they have no contamination from the items if previous control mechanisms have broken down.  Sanitiser is available in every staffroom. This is to support hygienic removal of face masks prior to eating etc.  Items that come into contact with your mouth such as cups & bottles will not be shared.  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 | Major | Possible | Medium | | June 2020  August 2021 LW | 11/8/2020 |
| Use of Toilets | | Staff, pupils, visitors (agreed only in advance) | Beyond 0 -Class groupings/bubbles are no longer required to be maintained in schools however activities such as assemblies/large group gatherings will be avoidedat present. As pupils are no longer required to socially distance or remain in ‘bubble’ we will return to shared toilets. Staff will ensure that children are familiar with their nearest toilet block during their first day.  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.  There will be a visual reminders to wash hands in place for pupil toilets and staff toilets. | P | Major | Possible | Medium | | June 2020  Aug 2021 LW | 11/8/2020 |
| Employees / Service user becomes unwell | | Staff, pupils, visitors (agreed only in advance) | 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:   * **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   Follow current NHS guidance <https://www.nhs.uk/conditions/coronavirus-covid-19/>  All school staff will be asked to familiarise themselves with the Test and Protect guidance: Coronavirus (COVID-19): Test and Protect - gov.scot ([www.gov.scot](http://www.gov.scot) )  Follow procedures to remove from setting where someone becomes unwell.  **Employee**   * 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.   **Service User**   * 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 by janitor and deep clean carried out | P | Major | Possible | Medium | | June 2020 | 11/8/2020 |
| Administering First Aid during COVID-19 | | Staff, pupils | As in normal circumstances, First Aid is administered by trained first aiders. Due to the close contact, staff identified as high risk are asked to avoid carrying out first aid wherever possible.  •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 staffwho 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.  •Those who administer CPR require to carefully monitor themselves for symptoms of possibleCOVID-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](http://www.gov.uk/guidance/nhs-test-and-trace-how-it-works) should be followed. Should you develop symptoms you should follow the advice on what to do on the [NHS website](http://www.nhs.uk/conditions/coronavirus-covid-19/).  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.  Additional information on resuscitation can be found on the <https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19>  Risk assessments are provided for individuals who may require specific medical care. | P | Major | Unlikely | Medium | | Sept 2020 | Sept 2020 LW |
| Distribution of Lateral Flow Testing Kits | | Staff | School Administrator Susan Reid and Maryann Morrison (PT) will oversee distribution and logging of lateral flow testing kits.  oCovid Coordinator: Maryann Morrison  oRegistration Assistant –Susan Reid  •All staff working on site will be offered the opportunity to participate in Covid Lateral Flow Testing programme.  •Staff must give informed consent (via Google Form) issued before test kits are provided.  •Office staff will log test kits received and issued to staff.  •Bulk supplies Lateral Flow Test kits will be stored in a locked cupboard within Main office. These will not be accessible to other staff/pupils etc.  •Staff will observe good hygiene when handling test kits. Appropriate PPE (IIR masks and gloves) will be worn.  •Supplies of Lateral Flow Test kits being distributed on a given day will be stored in a cupboard within the main office. These will not be accessible to other staff/pupils etc.  •Lateral Flow Test kits will be distributed from the main office on the allocated day for staff to collect.  Staff will collect kits on identified day and will maintain 2m distance from other members of staff.  •Staff distributing kits observe good hygiene when handling test kits. Appropriate PPE (IIR masks and gloves) will be worn.  •Staff collecting their kit must wear IIR masks.  •Staff will be provided with information (written information and video links) on how to carry out the tests as provided by NHS Test & Protect. These tests should be carried out at home on Wednesdays and Sundays.  •It will be reinforced to staff that this is asymptomatic testing only. Staff with symptoms must book a Covid test if these occur.  •It will be reinforced to staff that measures put in place to reduce transmission must still be adhered to even with negative results on Lateral Flow testing.  •Staff will be made aware that they must log results.  •If a positive result is shown they must log, inform a member of SLT and book a Covid test. SLT will make contact with QIM and advise member of staff to isolate until PCR test result is received.  •Any staff called in at short notice to cover will be offered the opportunity to test at least 30minutes before the start of the school day if they have given consent.  Staff will be advised to take a lateral flow test 1 or 2 days before returning to school in August 2021  Staff, including those who are fully vaccinated, should ensure they continue to test twice weekly using Lateral Flow Tests. | P | Moderate | Possible | Medium | | In time for test kits arriving in February 2021 | Office Staff  PT  HT  Feb 2021 |
| Cleaning and hygiene measures | | | | | | | | | | |
| Environmental Cleaning | Staff, pupils, visitors (agreed only in advance) | | A deep clean of the property / site before returning is performed if required.  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 | Minor | Possible | | Low | 05/06/20  Aug 2021 LW | 11/8/2020 |
| Cleaning Frequency | Staff, pupils, visitors (agreed only in advance) | | 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.  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 | Moderate | Possible | | Medium | In place from 11th August and ongoing | 11/8/2020 |
| Commonly touched surfaces | Staff, pupils, visitors (agreed only in advance) | | 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.  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.  Where practical, soft furnishings are removed to minimise the areas where viruses can be difficult or time consuming to remove.  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.  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.  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.    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.  Any use of common work equipment is restricted and managed. | P | Moderate | Possible | | Medium | In place from 11th August and ongoing | 11/8/2020 |
| Use of cleaning products | Staff, pupils, visitors (agreed only in advance) | | Persons undertaking the cleaning have been instructed with clear safe usage instructions.  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.  The relevant Safety Data Sheet and COSHH assessment is provided for the substances in use. (Early Years / Facilities staff)  Correct PPE is provided for the use of cleaning materials | P | Moderate | Possible | | Medium | In place from 11th August and ongoing | 11/8/2020 |
| Housekeeping | Staff | | Appropriate cleaning products are provided, so that staff can frequently clean their work stations during the day.  Staff provided with waste bins lined with a plastic bag so that they can be emptied by facilities staff without contacting the contents.  Facilities Staff are instructed that the emptying of bins and wastepaper baskets should be followed by hand washing. | P | Moderate | Possible | | Medium | In place from 11th August and ongoing | 11/8/2020 |
| Close contact / Spillages – bodily fluids, blood, vomit | Staff, pupils, visitors (agreed only in advance) | | Employees will follow [Education PPE Guidance](https://teams.microsoft.com/l/file/0957B8DB-E680-4A35-B035-87543E824749?tenantId=24a90f6b-bf3d-4d13-a2a7-89369ceb35eb&fileType=docx&objectUrl=https%3A%2F%2Faberdeencitycouncilo365.sharepoint.com%2Fsites%2FPPE%2FShared%20Documents%2FGeneral%2FAberdeen%20PPE%20Guidance%20Education.docx&baseUrl=https%3A%2F%2Faberdeencitycouncilo365.sharepoint.com%2Fsites%2FPPE&serviceName=teams&threadId=19:d75462e77bb44d0ca6943d4a2bbba082@thread.tacv2&groupId=b9d2a073-175a-4a5d-be53-3ef309c02d42) 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:   * 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   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.  [PPE Order](https://aberdeencitycouncilo365.sharepoint.com/:x:/s/PPE/EdM2wH0r_SlDigfs440US0cBkT08Te6nVyQGjS5eJgRZdg?e=9DC5pw)  Central Order of   * Gloves * Aprons * Face Masks – fluid resistant * Paper towels/tissues * Hand Sanitiser * Goggles * Disinfectant – COVID Guard or Pura Maxim   Local order of   * 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/ PRPOSED ‘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 (agreed only in advance) | Workplace temperatures are not too hot or too cold (at least 17 degrees Celsius).  Measures can be taken to control temperature extremes and/or humidity levels such as through computerised EHAV system. | E | Minor | Possible | Low | in place for 11 August and ongoing | 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.  In accordance with SG Guidance, Fernielea School will have access to CO2 monitoring, whether via a mobile device. This is in order to support the goal of all school buildings, including all learning and teaching spaces, being assessed for ventilation issues with a view to remedial action being taken where required.The portable CO2 monitor and user guide will be made available for staff members to use in their classrooms, should they have concerns about ventilation levels, and use the online escalation form to highlight concerns about individual rooms / spaces. | 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, equipment, specific tasks etc. | **People at risk** | **Control By:** guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc. | **EXISTING/ PRPOSED ‘E’ or ‘P’** | **Possible Outcome** | **Likelihood** | **Risk rating: High Medium Low** | **Proposed Timescale** | **Action Completed Date/Initial** |
| 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.  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 | P | Major | Possible | Medium | August 2020 | 8/11/2020 |
| 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** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Consider:** premises work, equipment, specific tasks etc. | **People at risk** | **Control By:** guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc. | | | **EXISTING/ PRPOSED ‘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, 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. | | | P | Major | | Possible | Medium | August 2020 | 8/11/2020 |
| 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 | 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.  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. | | | E | Major | | Possible | Medium | Aug 2020 |  |
| Signed:  Name: | Lisa Walker  Lisa Walker | | Assessment Date:  05/01/2021 | Further action required: No | | | Action Review Date(s):16/08/2021  Next Review Date:25/08/2021 | | | | |
|  |  | |  |  | | |  | | | | |

**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 | | **11/8/2020** |
| B8 | Co-ordinated procurement of PPE including hand sanitiser and cleaning materials | | | | | June 2020 | FL/H&S | | **11/8/2020** |
| 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 | | **11/8/2020** |
| Additional Comments | |  | | | | | | | |
| Signed: | Lisa Walker | Date: | 8/11/2020 | | |

**Appendix A**

**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** |
| *If the answer to any question is* ***Yes*** *then identify the additional control measures introduced to mitigate the risk.* | |  |  |
| 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 |  |  |
| **Risk**  The level of risk will depend on;  • 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  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;  • 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    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.   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. | |

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 obtained from your H&S Policy and H&S professional. If you need further guidance contact**

**Appendix B – Risk Assessment Scoring and Rating Table**

A screenshot of a cell phone

Description automatically generatedA screenshot of a cell phone

Description automatically generated

**Appendix C - Risk Assessment (General)**

|  |  |  |
| --- | --- | --- |
| Line Manager name:    Location:    Activity: Split Placement with other providers | **Please complete the information below and sign and date to confirm you will follow the procedures included in the risk assessment and confirm that we can share this risk assessment with your child’s additional setting. Please add any additional factors into the assessment.** |  |
| **Child’s name:**  **Name and days/times of attendance at additional settings (including childminders)**        **Contact email for provider:**    **Reason for accessing additional setting:**      **Parent name:**  **Signature: Date:** |  |
| Assessed by:    Signature    Date: |  |

Please refer to whole school risk assessment for full details of procedures in place.

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| **What has the potential**  **To cause harm (hazards) and what harm might result?** | **Who and how many people might be at risk?** | **What measures are already in place?** | **Severity** | **Likelihood** | **Risk rating** | **What further action (s) needs to be taken to reduce risk** | **By whom and**  **by what date** |
| (1)  Risk of virus exposure through blended placement provision. | Staff, children and families attending the nursery. | * Sharing information with staff and parents of the nursery through, emails, website and staff training. * Open communication with additional providers if there are any cases within settings. * Sharing of record keeping across settings, to assist with any Test & Protect process. Any records should be managed in way which is consistent with the requirements of GDPR and setting privacy policies. | 4 | 2 | 8 | Parents/carers are vigilant to symptoms of Covid 19. Parents/carers follow Track and Trace guidance. |  |
| (2)  Risk of additional premises control measures not being sufficient or adhered to. | Staff, children and families attending the nursery. | * Risk assess on an individual basis all blended placement request. * Speak with individual settings to gather information on their measures and practices | 4 | 2 | 8 |  |  |
| (3)  Risk of cross contamination between settings | Staff, children and families attending the nursery. | * Good hygiene practices supported.. * Separate nursery bag to be used for each setting. * No sharing of toys/books etc permitted between settings. | 4 | 2 | 8 | Continue to monitor this in practice and ensure compliance. |  |
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