

Introduction

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

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

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

The toolkit is set out as follows

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

Where do you start?

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

Step 1 – Complete ACC COVID-19 Inspection Checklist

The inspection checklist will ask you to consider:

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

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

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

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

Step 3 – Action Plan

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

Step 4 – Communication

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

Step 5 – Review

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

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

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

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

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

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

COVID-19 Health & Safety Inspection Checklist

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

Service area: Children and integrated families - Education
Site Address: Tullos Primary
Service manager: Chief Education Officer
Inspection Undertaken by: HT Beth Leitch
Approved by: QIM

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

A: Employees – Consider what impact returning to work would have on your employees and how to keep your employees safe.				
No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Has a risk assessment been undertaken for those who have a self-declared health condition which could increase their risk profile.	N	Green	A template for an individual worker's risk assessment is provided at the end of this document. The individual risk assessment has been completed and agreed.
2.	Have you engaged with Trade Unions and staff during the reinstatement of the work process and in the drafting of this risk assessment to consider work processes and required controls?	Y	Green	Risk assessment to be shared with TUs and in line with SG guidance
3.	Are you tracking people who have been identified as high risk/are shielding.	Y	Amber	Employees will record absence within CoreHR. The risk assessment will be circulated to all staff and a copy shared with the school QIM and school TU reps.
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.

5.	Can all staff maintain the Scottish Government guidelines for social distancing based on your industry (The latest Social Distancing Guidelines available here). These could include but are not limited to the following:	Y	Amber	<p>2 m distancing should be maintained between staff, other adults, and between staff and pupils. Classrooms are arranged so that staff can maintain 2 m distancing (e.g. staff workstation 2m from nearest pupil desks). Teacher / staff workstations will be wiped down between each use by different individuals, hand washing facilities / hand sanitiser available.</p> <p>Pupils assigned to learn within specific groups (where possible) for the duration of the school day to avoid large gatherings / groups and spaces / areas becoming crowded.</p> <p>However, this may be compromised by needs of individual pupils. A different arrangement is in place for a Targeted Support group of pupils with specific needs. For example, an area designated in classrooms / teaching areas if 1-2-1 support needed.</p> <p>PPE provided for any members of staff who require to come into close contact (within 2 m of a pupil (e.g. for additional support needs, first aid, etc.).</p> <p>Staffroom to be altered and numbers limited to take account of social distancing. Staff will need to bring their own food and drinks, dishes and cutlery.</p>
5a	Are you able to segregate staff's activities to promote 2 metres distance?	Y	Amber	<p>2 m distancing should be maintained between staff, other adults, and between staff and pupils. Admin staff / office and resource areas (e.g. photocopiers), and classrooms are arranged so that staff can maintain 2 m distancing (e.g. staff workstation 2m from nearest pupil desks). Teacher / staff workstations will be wiped down between each use by different individuals. hand washing facilities / hand sanitiser available.</p> <p>Pupils assigned to learn within specific groups (where possible) for the duration of the school day to avoid large gatherings / groups and spaces / areas becoming crowded.</p> <p>However, this may be compromised by needs of individual pupils. A different arrangement is in place for a Targeted Support group of pupils with specific needs. For example, an area designated in classrooms / teaching areas if 1-2-1 support needed.</p> <p>PPE provided for any members of staff who require to come into close contact (within 2 m of a pupil (e.g. for additional support needs, first aid, etc.).</p> <p>Staffroom will be altered and numbers limited to take account of social distancing. Staff will need to bring their own food and drinks.</p>

5b	Are you able to limit the amount of contact staff have with each other to 15 minutes or less	Y	Amber	<p>2 m distancing should be maintained between staff, other adults, and between staff and pupils. Admin staff / office and resource areas (e.g. photocopiers), and classrooms are arranged so that staff can maintain 2 m distancing (e.g. staff workstation 2m from nearest pupil desks). Teacher / staff workstations will be wiped down between each use by different individuals hand washing facilities / hand sanitiser available.</p> <p>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 and limited numbers of staff are allocated to the room.</p> <p>PPE provided for any members of staff who require to come into close contact (within 2 m of a pupil for (e.g. for additional support needs, first aid, etc.).</p> <p>Staffroom will be out of use; altered and numbers limited to take account of social distancing. Staff will need to bring their own food and drinks. Staff meetings will be conducted digitally and staff reminded of no social gathers.</p>
5c	Are you able to implement a one way flow system and provide visual aids (e.g. distancing markers, signage, flow system markers) for maintaining two metres distance.	N	Amber	The school will implement a contraflow system in corridors with posters to indicate direction and flow. Pupils will be instructed to walk in single file. Children will be inducted in this approach at the start of the new term and throughout each day. All pupils and staff will be briefed on this in advance of return, and there will be an induction process at the start of each day a new group of pupils begins the term in school.
6.	Have staff been trained / notified before returning to work on any new procedures.	Y	Amber	<p>Risk assessment shared</p> <p>Handwashing</p> <p>PPE</p> <p>Social Distancing</p> <p>Contraflow systems</p> <p>Out of bound areas</p> <p>Training to be completed by all staff before opening</p>
7.	Have staff been instructed on how to hand wash effectively, for the suggested duration and maintain good hygiene practices.	Y	Amber	<p>As above</p> <p>Ensure signage is available at all hand wash stations</p>

8.	Have staff been instructed on social distancing where practicable while at work.	Y	Amber	<p>2 m distancing should be maintained between staff, other adults, and between staff and pupils. Admin staff / office and resource areas (e.g. photocopiers), and classrooms are arranged so that staff can maintain 2 m distancing (e.g. staff workstation 2m from nearest pupil desks). Teacher / staff workstations will be wiped down between each use by different individuals. hand washing facilities / hand sanitiser available.</p> <p>Pupils assigned to learn within specific groups (where possible) for the duration of the school day to avoid large gatherings / groups and spaces / areas becoming crowded.</p> <p>However, this may be compromised by needs of individual pupils... A different arrangement is in place for a Targeted Support group of pupils with specific needs. For example, an area designated in classrooms / teaching areas if 1-2-1 support needed.</p> <p>PPE provided for any members of staff who require to come into close contact (within 2 m of a pupil (e.g. provision of essential support, first aid, etc.).</p> <p>Staffroom will be in use and altered and numbers limited to take account of social distancing. Staff will need to bring their own food and drinks.</p>
9.	Have staff been trained on what to do if they are experiencing COVID-19 symptoms.	Y	Amber	<p>Staff will be advised not to come to work for 14 days 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.</p>
10.	Have staff been instructed to minimise business related travel and use video chat as an alternative method of maintaining contact with colleagues, suppliers and customers.	Y	Amber	<p>Staff have been advised to avoid public transport if possible. If using public transport, social distancing should be observed, along with the wearing of a face covering. Staff have been advised not to car share. Where at all possible, staff will continue to work from home. Contact with groups of colleagues will be maintained through video chat including staff meetings.</p>

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

No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Are you able to implement sufficient parking restrictions to maintain social distancing measures, where car use is required to perform a role?	Y	Amber	Schools to adopt car park protocol (e.g. all reverse parking to limit exiting cars at same time and to aid social distancing). 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. Both top and back car parks to be used by staff including pool car park while restrictions in place.
2.	Are workers required to use either their own vehicle or company vehicle to travel to their task?	N	Green	Schools to adopt car park protocol (eg all reverse parking to limit exiting cars at same time and assist with maintaining social distancing). Wherever possible private transport is used to maintain isolation from the public when commuting to the school. Staff should not be moving between schools, meetings to be done remotely where possible.

3.	Are workers avoiding public transport where applicable and using alternatives (e.g. cycling, walking to work etc).	Y	Green	Wherever possible private transport is used to maintain isolation from the public when commuting to the school. Where possible and if public transport cannot be avoided, the employee should be encouraged to follow current government advice in respect of "face coverings".
4.	Have you considered staff that are required to vehicle share for their role and whether this could continue?	Y	Red	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	6 entrance/exit points for school pupils, 2 entrance points for EYC and 2 entrances for staff. National guidance to be followed on this and detailed arrangements set out in School Return Plan.
6.	Has access to the building/site been restricted to visitors and contractors etc.	Y	Amber	Essential personnel by prior arrangement only – all protocols to be observed Emergency contractors, as above and when learners are not in attendance where possible. For ongoing planned construction works Corporate Landlord and Capital will work with contractors to ensure appropriate mitigation is in place such as sites physically separated from rest of building and contractors use separate entrances etc. Other essential visitors only where the impact of non attendance would cause further harm (e.g. essential maintenance contractors, Educational Psychologist) Schools with open play areas will need to consider the impact of this within their risk assessment.
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.
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.	N	Red	Procurement of Hand Sanitiser and Cleaning materials to support. Placement indicated on Recovery Building Plans. Stocks will be checked and recorded daily by our designated PSA (PPE coordinator). This will be undertaken by the designated SEYP in the nursery setting. Appropriate areas for station have also been identified on the main travel routes through the school.

9.	Is advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and were people congregate.	N	Amber	Children and staff will be reminded to wash their hands with soap and water for at least 20 seconds, or use an alcohol hand sanitiser when entering the building, moving room, before eating or handling food, after blowing their nose, sneezing or coughing, and after going to the toilet. Children and staff will be reminded to avoid touching their eyes, nose or mouth, especially with unwashed hands. Posters and signage will be displayed around the school to remind everyone of the need for regular handwashing. Staff will support children to understand the importance of closely following these routines as part of their re-entry to school in August, and younger children will be supervised to support their engagement with these essential hygiene practices. All signage will be in line with up-to-date Scottish Government guidance.
10.	Are the signs displayed reviewed and replaced as necessary?	N	Amber	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

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	Initial cleaning is in progress to ensure rooms not used as Hub are fit for small groups of staff to return and a full deep clean will be undertaken prior to pupils return on 12th August.
2	Is the ongoing cleaning frequency sufficient and is cleaning required and can cleaning be undertaken when site/building/premises is occupied?	Y	Green	Daily cleaning will be undertaken by Cleaning Services, supplemented by Janitorial staff undertaking regular cleaning of frequent hand touch points during the school day. All surface cleaning will be undertaken using EN14476 rated (for destroying enveloped viruses) disinfecting solutions.
3.	Are all hand contact points cleaned on a frequent basis including, door furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, toilets, canteen / food preparation areas.	Y	Green	In addition to the answer in 2 above, discussion is ongoing at the School Readiness for Reopening Group to determine who will clean IT equipment, toys and other resources. Items which cannot be effectively disinfected between uses will be temporarily taken out of use.
4	Have persons undertaking the cleaning been instructed with clear safe usage instructions.	Y	Green	All FM staff are trained in the safe methods of work for activity within their service areas. COVID-19 specific risk assessments have been completed and shared with all staff. Supplementary service specific FAQ's have also been prepared and shared with staff upon their return to work.
5	Can where practical curtains and blinds be removed to minimise the areas where viruses can be difficult or time consuming to remove.	N	Amber	Class teachers will manage blinds in their classroom
6	Can blinds be kept opened and locked if they cannot be removed.	N	Amber	Class teacher only will operate blinds

7	Can rugs and mats be removed where safe to do so to make cleaning and disinfection of floors easier.	Y	Amber	All rugs will be cleaned prior to opening and placed in storage on stage area.
8	Have staff been provided with appropriate cleaning products so that they can frequently clean their own work stations during the day.	N	Amber	Products to be ordered by administrator through PPE order form. Facilities Management to assist in storing and replenishing appropriate cleaning materials.

D: Building Safety – Responsible Person Checks – Consider how you ensure your building remains safe for all employees and visitors.

Guidance on a suitable inspection can be [found here](#).

No	Issues	Y/N/NA	Rating R/A/G	Comments
	Has your responsible person carried out checks on your building in the following areas:			
1.	Fire Safety Systems / Emergency Lighting.	Y	Green	Corporate landlord will confirm to individual head teachers when all checks up to date. Prior to this staff access to building restricted to daytime hours only, max 4 people (primary schools) / 8 people (secondary schools) for no more than 2 hours each day, and only for specific recovery planning purposes.
2.	Ventilation / Humidity / Lighting & Heating.	Y	Green	Corporate landlord will confirm to individual head teachers when all checks up to date. Prior to this staff access to building restricted to daytime hours only, max 4 people (primary schools) / 8 people (secondary schools) for no more than 2 hours each day, and only for specific recovery planning purposes.
3.	Gas Installations.	Y	Green	Corporate landlord will confirm to individual head teachers when all checks up to date. Prior to this staff access to building restricted to daytime hours only, max 4 people (primary schools) / 8 people (secondary schools) for no more than 2 hours each day, and only for specific recovery planning purposes.
4.	Legionella Controls.	Y	Green	Corporate landlord will confirm to individual head teachers when all checks up to date. Prior to this staff access to building restricted to daytime hours only, max 4 people (primary schools) / 8 people (secondary schools) for no more than 2 hours each day, and only for specific recovery planning purposes.

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

Signed: B. Lintel

Date: 10.8.20

COVID-19 Health & Safety Risk Assessment

This document has been shared and agreed by all staff members. It is a dynamic document which will be reviewed daily by SMT and changes made if required.

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Safety of all –								

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
<p>Consider: premises work, equipment, specific tasks etc.</p>	<p>People at risk</p>	<p>Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.</p>						
<p>Psychological well being</p>	<p>Staff, pupils</p>	<p>Regular communication is in place (individual and group) to ensure staff are not ill-informed about returning to work safely through regular weekly departmental and whole school meetings. SMT make weekly contact with all staff individually. HT emails regularly any updated information.</p> <p>New workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in procedures and policies and disseminated to employees through line managers and HR.</p> <p>Line managers are aware of how big changes to working arrangements may cause additional work-related stress and affect their employees' mental health and wellbeing. HWB meetings are facilitated in departments and school counsellor has sessions with individual staff members. This service will be signposted to new members of staff.</p> <p>Guidance for managers and employees on the Zone. https://peopleanytime.aberdeencity.gov.uk/coronavirus-advice-for-employees/</p> <p>Managers hold regular informal discussions with their team and look at ways to reduce causes of stress including access to ACC Wellbeing support and signposts.</p> <p>Concerns on workload issues or support needs are escalated to SMT allocated line manager or HT Beth Leitch.</p> <p>Managers are trained to recognise signs and symptoms that a person is working beyond their capacity to cope and deal sensitively with employees experiencing problems outside of work.</p>	<p>P</p>	<p>Major</p>	<p>Possible</p>	<p>Medium</p>	<p>Ongoing</p>	

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<p>Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs. Employees are made aware of supportive mechanisms available to them (e.g. school counsellor, occupational health, HR, etc) through line managers.</p> <p>Undertake a review of your stress risk assessment to reflect new working arrangements. Where you have made significant adjustments to employee's working practices, a review must be undertaken. Employees are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc) through line managers.</p> <p>Employees are made aware of the impact of COVID 19 on their job/change of working environment.</p>						
Psychological wellbeing	Pupils	<p>Contact with individual parents/carers at initial return to ensure relevant, appropriate information is passed on and shared with staff in a timely manner through SEEMIS and schools own system. Videos will be shared with parents/carers and pupils to explain expectations and routines.</p> <p>Ensure first aiders on site at all times following appropriate ratios and training will be offered during the holidays for any refreshes required.</p> <p>Ensure named Child protection officer available within each setting. Beth Leitch or Louise Singer will be onsite.</p> <p>All ACC policies adhered to at all times.</p> <p>Staff working with children to continue to be calm, nurturing and caring, seeking confirmation from line manager if unsure of</p>	P	Major	Possible	Medium	August 2020	10.8.20 BL

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		anything. HWB training for all staff before return to highlight expectations and strategies to support.						
Virus transmission in the workplace	Staff, pupils, visitors (agreed only in advance)	<p>Any employee/service user showing symptoms of Covid-19 or sharing a house with someone with Covid-19 should remain at home as per the government's guidance</p> <p>Test and Protect see link below: https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect-information-leaflet-2/pages/coronavirus-covid-19-test-and-protect---step-by-step-guide/</p> <p>Specific individual employee risk assessment (Appendix A) has been undertaken (June 2020) for those who have a self-declared health condition which could increase their risk profile. Referral to OH has supported this proves for individual staff members. The inspection checklist above has been undertaken to identify the control measures to consider reducing the risk of workplace infections and as part of a proactive monitoring regime and checking that preventative and protective control measures are implemented in line with current health and safety general duties.</p> <p>All employees requested to attend a school building should review this exemplar risk assessment, feedback any concerns and agree the content at school level. The risk assessment should then be circulated to all staff and a copy shared with the school QIM and school TU reps.</p> <p>Advice is shared with staff members and staff have been fully briefed and kept up to date with current advice on staying protected through usual lines of communications from SMT.</p> <p>If a child attends the setting with symptoms of cough and/or high temperature, their families will be contacted and the child will need to be taken home immediately. If a child / young person is waiting</p>	P	Extreme	Possible	High	Ongoing from July 2020	10.8.20 BL

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
		to be collected by their parent or carer, they will be isolated in the family room which will be well ventilated and requested to avoid touching surfaces. The Isolation room will be cleaned after use in keeping with national guidance. SLT will then contact Facilities and ensure appropriate cleaning takes place. Staff to be kept up to date with current guidelines						
Someone entering the workplace with COVID-19	Staff, pupils, visitors (agreed only in advance)	Request that companies who regularly attend our premises or those who work alongside us provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19. Where possible all appointments to be pre-arranged 3-4 days in advance of visit. Visitors especially contractors should be by appointment only. Contact details to be recorded when signing in. Discuss arrangements with Robertson FM or corporate Landlord Staff are made aware of COVID-19 symptoms via training sessions and visual aids such as posters in key locations. External visitors will be actively discouraged. Parents will not be allowed entry to the school building and will be encouraged to make contact by email / phone and not in person. 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/ Staff and pupils will be informed to self-isolate if they have a person living in the same household or if they've been in contact with someone displaying COVID-19 symptoms.	P	Extreme	Possible	High	Ongoing July 2020	10.8.20 BL
Travel to school buildings	Staff, pupils,	Wherever possible private transport should be used to maintain isolation from the public when commuting to the school building.	P	Moderate	Possible	Medium	Ongoing June 2020	10.8.20

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
	visitors (agreed only in advance)	<p>If public transport or car sharing cannot be avoided, the employee/service user should be encouraged to follow current government advice in respect of "face coverings".</p> <p>Parking restrictions to maintain social distancing measures in place include use of both car parks and where possible pool car park.</p> <p>On arrival at the site, employees/service users will 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.</p> <p>Parents/carers are encouraged to use various parking places nearest to allocated entrance gates to minimise activity around the school entrances.</p> <p>Children are encouraged to avoid travelling to school on public transport, with walking and cycling being promoted where safe to do so.</p> <p>For pupils using bicycles, bike racks will be available, but any adults (e.g. non teaching staff) supervising / supporting pupils will need to maintain 2 m distancing between each other and the pupils.</p>						
Entry and exit to building	Staff, pupils, visitors (agreed only in advance)	Entry and exits to the building/site will be planned and managed to support physical distancing within the building. Each room has been allocated a certain entrance/exit to the school. Staff will use the front and back entrance as designated to each person.	P	Major	Possible	Medium	August 2020	10.8.20 BL

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<p>Access and exit from a building involving signing in/out at the reception will be digitally managed, any touch screens should be avoided.</p> <p>Children will enter the Early Learning and Childcare setting directly through the back gate and not through the school. The organisation of drop off and pick up will be carefully coordinated to maintain social distancing when parents are on site and different entrance and exits will be used to support this. Timings will be staggered to ensure there are no large group gatherings.</p> <p>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 at reception to avoid any unnecessary movements around the building avoided.</p> <p>On arrival at the site, employees should thoroughly wash their hands for at least for 20 seconds or use hand sanitiser gel immediately on entry to the workplace located on the table beside the fobbed internal school entry door.</p> <p>Hand sanitiser is available in every work area and through the building including access and egress areas where there are no sink facilities as well as in the upper and lower corridors.</p> <p>Advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and were people congregate.</p> <p>Signs displayed reviewed and replaced as necessary. Checked regularly by janitors and PSAs.</p>						

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Orientation/ Training	Staff, pupils, visitors (agreed only in advance)	<p>Training arrangements have been developed including refresher sessions to ensure staff have been trained before returning to work on any new procedures.</p> <p>Service Users should receive a copy of the 'Returning to School Guide'.</p> <p><u>Prior to August 11th</u> All staff must complete health and safety orientation:</p> <ul style="list-style-type: none"> • Social distancing and one-way system plans • Handwashing training • PPE Training • Updated First Aid Training (for relevant staff) • Updated Fire Evacuation Procedures (The latest Guidance on these measure can be found by clicking the following link Social Distancing Guidelines). <p><u>On first day of school entry</u></p> <p>Service Users should complete health & safety orientations including:</p> <ul style="list-style-type: none"> • Social distancing and one-way system plans for staff/other adults • Handwashing training <p>All will take responsibility for challenging those not following guidance.</p>	P	Minor	Unlikely	Medium	August 2020	10.8.20 BL
Personal Hygiene	Staff, pupils, visitors (agreed only in advance)	<p>Staff will follow good infection control guidance (Infection Prevention and Control in Childcare Settings (Day Care and Childminding Settings)).</p> <p>Handwashing procedure posters are displayed in areas where handwashing takes place.</p>	P	Extreme	Likely	High	August 2020	11.8.20 BL

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<p>All staff/service users will sanitise hands when entering the building and wash hands in their own room. Handwashing will be built into daily routine. The Family Room and Room 12 will have a Hand sanitiser station due to lack of sink.</p> <p>Where hand washing facilities are limited, hand sanitiser will be provided such as in the office, in the Family Room and Room 12.</p> <p>Employees or service users who suffer dry skin/dermatitis will carry their own hand cream and use it in line with the guidance from the SG.</p> <p>Where tissues are used they will be binned immediately, then hands will be washed.</p> <p>All will be encouraged and reminded to avoid touching eyes, nose and mouth with unwashed hands and to cough directly to crook of elbow. Signs will be placed in all classes and corridors.</p> <p>Staff/service users will be encouraged to tie back long hair where appropriate and change clothes daily</p> <p>All children, young people and staff will wash their hands with soap and water for at least 20 seconds, or use an alcohol-based hand sanitiser. Handwashing will take place:</p> <ul style="list-style-type: none"> • When entering the building (and returning after lunchtime) • After using the toilet • Before and after eating or handling food • Before leaving the building/getting into their car, • After blowing the nose • After sneezing or coughing • When changing classroom • Prior to entering school transport 						

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
		<ul style="list-style-type: none"> When arriving home 						
Maintaining 2m distancing	Staff, pupils, visitors (agreed only in advance)	<p>Social distancing while at work is maintained by continuing to limit social interactions by staggering start/finish times and lunchtime</p> <p>Identify an isolation area where pupils can wait and a process for them to be moved to outside to meet parents to be taken home</p> <p>Timetable organised to reduce movement of pupils around the school as much as possible.</p> <p>Movement through the school will be very limited and most children will spend their whole time in the one classroom unless visiting toilets or dinner hall. Room 3 and 4 children will directly enter through the external classroom doors to limit interactions with others.</p> <p>Social gathering amongst employees have been discouraged whilst at work. 2 staffrooms have been provided to ensure enough space for staff to socialise at a safe distance. Signage identifies capacity.</p> <p>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.</p> <p>Staff have been separated into teams and stage partners to reduce contact between employees. Staff meetings will be remote through Microsoft Teams.</p> <p>Staff activities are segregated to promote 2 meters distance between adults.</p>	P	Major	Likely	High	August 2020	11.8.20 BL

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<p>Staff face to face contact has been limited with each other to 10 minutes or less.</p> <p>A contra-flow system is implemented and posters are placed in corridors as a reminder.</p> <p>The spaces used for 'in school' learning will be prepared to clarify boundaries. This will include closing areas in the gym and library while changing Rooms 14 into classrooms.</p> <p>Desks in office areas are arranged to maintain a minimum of 2 meters from each other, with employee's facing in opposite directions where possible (e.g. in school office).</p> <p>Through orientation and ongoing reminders all will maintain 2m distancing where possible.</p> <p>Physical contact will be minimised and only take place where a risk assessment has been completed and appropriate PPE arrangements in place (Education PPE Guidance to be followed).</p> <p>Emergency evacuation procedures/ fire drill & muster point updated and shared with employees / service users prior to or on day of entry. Posters put in every used space.</p> <p>Minimise contact with surfaces, e.g. tables, furniture and where there is reason for multiple use, items should be wiped prior to and following use.</p> <p>Items that come into contact with your mouth such as cups & bottles will not be shared. Staff requested to bring in own utensils and keep in classroom.</p>						

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<p>Individual learners will be provided with one use resource where practical and where not, these will be wiped down between use with wipes provided.</p> <p>The outdoor areas will be used regularly, where possible, to support social distancing and staff will plan for this. In Tullos we are lucky to have large spaces which will be divided into areas for different classes to play safely. No use of fixed outdoor equipment will be permitted at this time. A limited supply of playground equipment (which allows for social distancing) will be issued to each group and will be sanitised after each play session and risk assessed appropriately.</p> <p>Numbers of employees/service users in a room will be restricted to comply with capacity figures of each individual room.</p> <p>All staff to monitor practice and alert SLT of any potential risks. This will trigger a review of this risk assessment</p> <p>The number of learners in each area are allocated by the HT in accordance with the capacities of the room and LA guidance. The staff allocated are also taken into consideration to ensure numbers are not more than capacity.</p> <p>To maximise the number of pupils on site while taking into consideration guidance on social distancing and room size capacity and staffing, we have divided the stages into 2 classes. One stage with pupils with specific needs has been divided into 3 classes. Each class is divided into 2 or 3 groups, responding to the needs of the pupils within that class.</p> <p>Face to face teaching staff will be allocated to only one group per day and PSAs will be limited to specific groups.</p>						

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		Reconfiguration of furniture in all teaching spaces will be considered to support social distancing and organised before pupils return. Resources such as colourful tape have been purchased to make restrictions child friendly.						
Dining arrangements	Staff, pupils, visitors (agreed only in advance)	<p>Staff and pupils should bring their own snack etc for morning interval if required and packed lunch for the first week. The provision of free school meal vouchers will continue until 14 August.</p> <p>For week commencing Monday 17th August, packed lunch service will be provided. For week commencing Monday 24th August, return to full service.</p> <p>Lunch breaks will be staggered to reduce number of pupils queuing / congestion in the dining hall. Each class will be allocated areas of the dining hall to sit at and cleaning will be undertaken between sittings if used by more than 1 class. Only 2 stages will use the dinner hall at a time. A one way system has been put in place and pupils instructed on new routines when returning to school for orientation day.</p> <p>Any pupils and staff leaving the site for lunch must inform SMT and follow social distancing guidelines.</p> <p>Early Years dining will be within the setting area to ensure that children can remain within the space and rolling snack offered to limit numbers in kitchen / dining areas Early Years a rolling snack offered to limit numbers in kitchen / dining areas</p>	P	Major	Likely	High	August 2020	11.8.20

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME																																																																						
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial																																																																	
Use of Toilets	Staff, pupils, visitors (agreed only in advance)	<p>The capacity of each toilet has been carefully worked out on floor space and guidance and toilets allocated to specific classes.</p> <table border="1" data-bbox="450 531 1167 1066"> <thead> <tr> <th>Stage</th> <th>Room</th> <th>Boys toilet</th> <th>Girls toilet</th> </tr> </thead> <tbody> <tr> <td rowspan="2">P1</td> <td>4</td> <td colspan="2">Room 4 toilets</td> </tr> <tr> <td>3</td> <td colspan="2">Room 4 toilets/disabled</td> </tr> <tr> <td rowspan="2">P2</td> <td>5</td> <td>Infant Boys</td> <td>Infant girls 1</td> </tr> <tr> <td>6</td> <td>Infant Boys</td> <td>Infant girls 1</td> </tr> <tr> <td rowspan="2">P3</td> <td>7</td> <td>Infant Boys</td> <td>Infant girls 1</td> </tr> <tr> <td>8</td> <td>Infant Boys</td> <td>Infant girls 1</td> </tr> <tr> <td rowspan="2">P4</td> <td>9</td> <td>Infant Boys</td> <td>Infant girls 2</td> </tr> <tr> <td>10</td> <td>Infant Boys</td> <td>Infant girls 2</td> </tr> <tr> <td rowspan="3">P5</td> <td>12</td> <td>Senior Boys</td> <td>Senior girls</td> </tr> <tr> <td>15</td> <td>Senior Boys</td> <td>Senior girls</td> </tr> <tr> <td>16</td> <td>Senior Boys</td> <td>Senior girls</td> </tr> <tr> <td rowspan="2">P6</td> <td>17</td> <td>Senior Boys</td> <td>Girls outside</td> </tr> <tr> <td>18</td> <td>Senior Boys</td> <td>Girls outside</td> </tr> <tr> <td rowspan="2">P7</td> <td>19</td> <td>Hall</td> <td>Girls outside</td> </tr> <tr> <td>20</td> <td>Hall</td> <td>Hall</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Supervision of pupils at break times will be supported by PSAs and pupils will be reminded throughout breaks to use toilets.</p> <p>Access to toilets will be carefully managed by class teacher, EPPs and PSAs .</p> <p>Break times have been staggered and extended by 5 more minutes to allow pupils to access the toilets. At break and lunch there are breaks between classes to allow for pupils to use toilets in smaller groups.</p> <p>There will be a visual system in place for staff toilets too.</p>	Stage	Room	Boys toilet	Girls toilet	P1	4	Room 4 toilets		3	Room 4 toilets/disabled		P2	5	Infant Boys	Infant girls 1	6	Infant Boys	Infant girls 1	P3	7	Infant Boys	Infant girls 1	8	Infant Boys	Infant girls 1	P4	9	Infant Boys	Infant girls 2	10	Infant Boys	Infant girls 2	P5	12	Senior Boys	Senior girls	15	Senior Boys	Senior girls	16	Senior Boys	Senior girls	P6	17	Senior Boys	Girls outside	18	Senior Boys	Girls outside	P7	19	Hall	Girls outside	20	Hall	Hall										P	High	Likely	High	August 2020	11.8.20
Stage	Room	Boys toilet	Girls toilet																																																																						
P1	4	Room 4 toilets																																																																							
	3	Room 4 toilets/disabled																																																																							
P2	5	Infant Boys	Infant girls 1																																																																						
	6	Infant Boys	Infant girls 1																																																																						
P3	7	Infant Boys	Infant girls 1																																																																						
	8	Infant Boys	Infant girls 1																																																																						
P4	9	Infant Boys	Infant girls 2																																																																						
	10	Infant Boys	Infant girls 2																																																																						
P5	12	Senior Boys	Senior girls																																																																						
	15	Senior Boys	Senior girls																																																																						
	16	Senior Boys	Senior girls																																																																						
P6	17	Senior Boys	Girls outside																																																																						
	18	Senior Boys	Girls outside																																																																						
P7	19	Hall	Girls outside																																																																						
	20	Hall	Hall																																																																						

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<p>Limits will be placed on the number of pupils accessing a toilet at any one time to one child in a class will be able to access the toilet at any one-time during teaching time.</p> <p>There will be a strong emphasis on hand washing after visiting the toilet, and hand washing will be supervised for younger children by PSAs.</p> <p>Signs will be placed on doors to explain which classes use the toilets. Pupils will be supported by PSAs initially to ensure compliance.</p> <p>It is recognised that staff toilets are limited. All staff toilets will be limited to single user only, using a visual mechanism to show when the toilet area is occupied. Breaks have been staggered and extended by 5 mins to allow for all staff to access the toilets.</p>						
Employees / Service user becomes unwell	Staff, pupils, visitors (agreed only in advance)	<p>In line with procedures and guidance, only allow employees and service users in good health to be in the setting.</p> <p>If someone develops any of the symptoms:</p> <ul style="list-style-type: none"> • a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) • a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) • loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal <p>Follow current NHS guidance https://www.nhs.uk/conditions/coronavirus-covid-19/</p>	P	Moderate	Likely	High	August 2020	10.8.20 BL

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<p>All school staff will be asked to familiarise themselves with the local Test, Trace, Isolate and Support Strategy. Copies will be made available.</p> <p>Follow procedures to remove from setting where someone becomes unwell</p> <p>Employee</p> <ul style="list-style-type: none"> • Immediately leave the building and go directly home <p>Service User</p> <ul style="list-style-type: none"> • Isolation area has been created in the Family Room near the front door and equipped with necessary resources. • Emergency contact list accessible and up to date • Request for immediate collection by parents/carers • On collection, immediately leave the building and go directly home • Facilities informed and deep clean carried out 						
Cleaning and hygiene measures								
Environmental Cleaning	Staff, pupils, visitors (agreed only in advance)	<p>A deep clean of the property / site before returning is performed if required.</p> <p>Where there has been a COVID-19 case, the cleaning regime will be in accordance with strict rules outlined in COVID-19-decontamination-in-non-healthcare-settings.</p>	P	Min	Possible	Low	Started before July	
Cleaning Frequency	Staff, pupils, visitors (agreed only in advance)	<p>The ongoing cleaning frequency is made sufficient enough such that cleaning can be undertaken daily and supplementary sanitisation by janitorial staff when site/building/premises is occupied.</p> <p>Toilets and washrooms will be cleaned daily by cleaning staff to maintain high standards of cleanliness, using methods and cleaning products in keeping with national guidance (COVID-19-decontamination-in-non-healthcare-settings).</p>	P	Moderate	Possible	Medium	In place from 11th August and ongoing	

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Commonly touched surfaces	Staff, pupils, visitors (agreed only in advance)	<p>Additional sanitisation of taps and flush handles will be undertaken by janitorial services on a regular basis during the school day. All other areas will be cleaned by cleaning staff before the start of every day, paying special attention to door handles, table/counter tops, bannisters, and other areas touched regularly by staff and children, with additional cleaning during the day.</p> <p>Sanitising wipes will be provided to school staff to clean telephones, laptops/desktop computers, printers and associated peripherals and any other items which may be used by more than one individual, so that these items can be effectively sanitised between uses. All staff will bring their own laptop to school and not access the resource room or IT suite computers. Only the teacher in each room will use the telephone or whiteboard to ensure there is no cross contamination.</p> <p>Where practical, soft furnishings and soft toys have been removed to minimise the areas where viruses can be difficult or time consuming to remove.</p> <p>Only class teachers will operate blinds and open and shut when entering and exiting their room.</p> <p>Rugs and mats are removed where safe to do so to make cleaning and disinfection of floors easier.</p> <p>Appropriate cleaning products are used during daily preventative clean regime.</p> <p>School staff will be given sanitising wipes for staff to undertake cleaning of resources, toys and any other items which may be used by more than one individual, so that these items can be effectively sanitised between uses. Sanitising stations will be set up in Early Years setting and infant classes to clean toys and</p>	P	Moderate	Possible	Medium	In place from 11th August and ongoing	

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
		resources used by more than one individual. Where appropriate the dishwasher will be used to clean resources. Some resources, such as fabric and natural resources which cannot be easily cleaned between uses, will not be used for in school learning. Staff touching common pieces of equipment such as photocopiers and printers will be required to sanitise before and after use and use only dedicated laptop. The computers in the resource room will be taken out of use. Any use of common work equipment is restricted and managed by SLT.						
Use of cleaning products	Staff, pupils, visitors (agreed only in advance)	Persons undertaking the cleaning have been instructed with clear safe usage instructions. 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	
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	
Close contact / Spillages –	Staff, pupils, visitors (agreed)	Employees will follow Education PPE Guidance and should wear appropriate PPE including Fluid resistant face masks (type IIR) for work where individual risk assessment has identified the need at times where staff will provide intimate care or have direct contact	P	Moderate	Likely	High	August 2020	11.8.20 BL

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
bodily fluids, blood, vomit	only in advance)	<p>(within 2 metres) of children for a period of 10 minutes or more such as:</p> <ul style="list-style-type: none"> ➤ supporting the medical and additional support requirements of children with complex needs ➤ where there are invasive interventions required ➤ where children have difficulty maintaining social distancing for 10 minutes or more <p>Identified Health & Wellbeing Coordinator 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 and completed by the office support assistant.</p> <p>Central Order of</p> <ul style="list-style-type: none"> • Gloves • Aprons • Face Masks • Hand Sanitiser <p>Local order of</p> <ul style="list-style-type: none"> • Tissues 						

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

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

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
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	Aug 20 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. Signs will be placed in classes to remind class teachers to open windows when entering and close windows at end of day. No pupils or other members of staff to touch windows.	E	Minor	Possible	Low	Aug 2020	10.8.20
HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment,	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

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
specific tasks etc.								
Gas Installations - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Gas Installations	Staff, 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	10.8.20
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	10.8.20
Drinking water	Staff, pupils, visitors (agreed)	Separate drinking water facilities will not be available. Pupils will be instructed to bring own filled bottle form home and return home daily.	P	Moderate	Possible	Medium	August 2020	12.8.20

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
	only in advance)							

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Statutory Inspections	Staff, visitors, pupils	Responsible person has carried out checks on your building in the following areas: Thorough examination, inspection, test and maintenance certificate and logs available and up-to-date for the premises, plant and equipment e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems.	P	Major	Possible	Medium	August 2020	10.8. 20
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.	E	Major	Possible	Medium	Aug 2020	10.8.20

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
		<p>The safety devices and controls e.g. emergency stops, light guards etc been checked to ensure safe operation.</p> <p>Defective equipment been taken out of service awaiting repair.</p> <p>Enough space is available for personnel to undertake their tasks safely and comfortably.</p> <p>Personnel have the appropriate competences and/or trained to use machines/work equipment.</p>						
Signed:	<i>B. Leitch</i>	Assessment Date:	Further action required: Yes		Action Review Date(s): August 11 th 2020			
Name:	BETH LEITCH	11.8.20			Next Review Date: August 11 th 2020/daily			

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	July 2020	Line managers/H&S	Completed
A3	Tracking system to be developed and maintained for vulnerable staff	July 2020	CJ//P&O/line managers	Completed
A5c	Guidance on school building arrangements for each building to be created and circulated as appropriate	July 2020	HTs /Corporate Landlord	Completed
A5-A9	Staff training around handwashing, PPE, social distancing and one-way systems to be developed and completed by all staff	July 2020	HTs/PPE working group/Corporate Landlord	Completed
B6/B7	Contractor and visitor to schools protocol and policy to be updated and shared with all schools	June 2020	Corporate Landlord	Completed
B8	Co-ordinated procurement of PPE including hand sanitiser and cleaning materials	June 2020	FL/H&S	Completed
C	Soft furnishings/blinds/mats etc to be removed where safe to do so	June 2020	HTs /Corporate Landlord	Completed
C1	Each school building to be deep cleaned before staff and/or pupils return	August 2020	Facilities	Completed
C2-4	Cleaning guidance issued to all schools	July 2020	Facilities	Completed
C8	Provision of appropriate cleaning products and usage instruction to school staff	July 2020	Facilities	Completed
D1-6	All required building related safety inspections undertaken and completed	August 2020	Corporate Landlord	Completed
Additional Comments				

B. Lutch

Date: 11.8.20

Signed: _____

Appendix B – Risk Assessment Scoring and Rating Table



Appendix 2 - Risk scoring and rating table

Severity (S)

This is the degree of harm that may be caused

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

Likelihood (L)

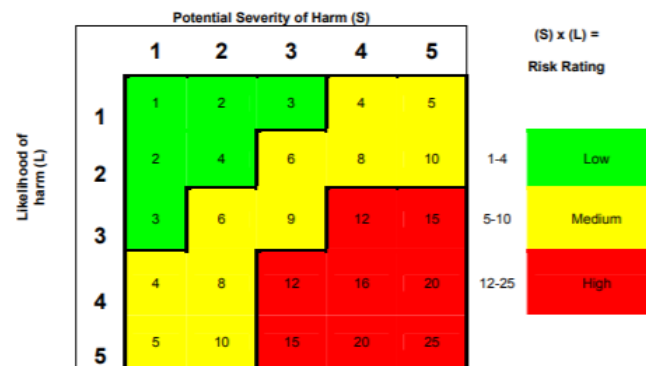
This is the likelihood that an event will occur

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

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



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



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