**TULLOS SCHOOL RISK ASSESSMENT**

**MARCH 2021 RETURN**

**Return of P4-7, all pupils back in school**

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)

# 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: Children and integrated families - Education** |
| **Site Address: Tullos Primary** |
| **Service manager: Chief Education Officer** |
| **Inspection Undertaken by: Beth Leitch HT** |
| **Approved by: QIM Caroline Johnston** |

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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) |

**This risk assessment is dynamic and will be reviewed on a daily basis and shared with staff when changed with new sections highlighted in purple text**

**This covers school & nursery also but there are further specific detailed risk assessment which is also updated when necessary.**

**Created–**

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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. | **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 reviewed, 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.  Any pupil shielding will be requested to gain clinical advice on suitability of attending school  Any member of staff shielding will receive a fit note from CMO and need to seek advice from their GP or medical expert. They will work from home until suitable advice has been given. |
| 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 or work is not crucial to the running of the school will continue to work from home/remotely. |
| 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** | 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 at entry points and in the 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.  PE will only take place outside in class bubbles.  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.  Full PPE provided for all members of staff who require to come into close contact (within 2 m of a pupil or other members of staff (e.g. for additional support needs, first aid, etc.).  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. |
| 5a | Are you able to segregate staff’s activities to promote 2 metres distance? | **Y** | **Amber** | 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.  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. Nursery will have 2 bubbles each session with clear separation.  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.  Full PPE provided for all members of staff who require to come into close contact (within 2 m of a pupil or other members of staff (e.g. for additional support needs, first aid, etc.) as well as anyone working in the same room.  Staffroom will be altered, and numbers limited to take account of social distancing. Staff will need to bring their own food and drinks.  Timetables are carefully considered to ensure staff have staggered breaks to avoid large gatherings. |
| 5b | Are you able to limit the amount of contact staff have with each other to 15 minutes or less | **Y** | **Amber** | 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. Teacher / PSA workstations will be wiped down between each use by different individuals hand washing facilities / hand sanitiser available.  PPE provided for all members of staff.  Staffroom altered and numbers limited to take account of social distancing. Staff will need to bring their own food and drinks and cutlery.    Staff meetings will be conducted digitally and staff reminded of no social gatherings.  Nursery will not use staffroom and take breaks in bubbles in Nursery room while socially distancing.  Staff movement between schools will be limited and staff can only attend one school. Janitorial staff will where possible be limited to 1 school per week and additional control measures will be put in place when not possible. |
| 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 in Nursery.  Only Nursery and P1 pupils and staff will use the Nursery corridor.  Stairs are allocated to specific classes. |
| 6. | Have staff been trained / notified before returning to work on any new procedures. | **Y** | **Amber** | Risk assessment shared  Handwashing  PPE  Social Distancing  Contraflow systems  Out of bound areas  Reminders of training and guidance before return of pupils. |
| 7. | Have staff been instructed on how to hand wash effectively, for the suggested duration and maintain good hygiene practices. | **Y** | **Amber** | As above  Ensure signage is available at all hand wash stations |
| 8. | Have staff been instructed on social distancing where practicable while at work. | **Y** | **Amber** | 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.  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 to wear in class and communal areas.  2 Staffrooms 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.  Briefing on inset day/staffing meetings Aug/Feb . Briefing for EYP on return to new Nursery.  Review and reminders standing item at staff meetings. Risk assessment reviewed when movement between tiers or return of other pupils. |
| 9. | Have staff been trained on what to do if they are experiencing COVID-19 symptoms. | **Y** | **Amber** | 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 and follow Public health and Track and trace advice. Guidance will be reissued on Monday 10th August 2020.  Staff will be trained in Covid testing programme and reminded to self-isolate if a positive test result and to seek a PCR test. Follow NHS track and trace guidance. |
| 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** | 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 wherever possible. |

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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** | **Amber** | Schools to adopt car park protocol (e.g. all reverse parking to limit exiting cars at same time and to aid 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** | 5 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). Any visiting professional is limited to one school setting. |
| 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/gate. 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.  Nursery parents will be allowed to access the back Nursery paths to escort  child to school and staff will collect children from Nursery gate.  All staff who visit school will be limited to 1 school. |
| 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, and/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 Feb inset, 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. Covid reminders standing item at assembly and staff meetings. Covid rules will be in every classroom. |
| 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 |

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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** | Rooms used for P4-7Hub will be evacuated to allow for cleaning before return.  All rooms will be cleaned before pupils return.  Nursery will undertake an enhanced clean prior to return on 22nd Feb. |
| 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.  Rooms that will be in use have been identified to authority. |
| 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** | Items which cannot be effectively disinfected between uses will be temporarily taken out of use.  Touch points are cleaned twice a day by janitor. |
| 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. Risk assessments specific to cleaning products shared. |
| 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. EYP will only operate blinds in own bubble. |
| 6 | Can blinds be kept opened and locked if they cannot be removed. | **N** | **Amber** | Class teacher only will operate blinds EYP will only operate blinds in own bubble. |
| 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. |

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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: |  | Date: | 8.3.21 |

**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 twice weekly 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 –** | | | | | | | | | | |
| Psychological well being | | Staff, pupils | 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.  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. 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.  Guidance for managers and employees on the Zone.  <https://peopleanytime.aberdeencity.gov.uk/coronavirus-advice-for-employees/>  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 SEYP/SMT allocated line manager or HT Beth Leitch.  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.  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.  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.  Employees who are on site are offered to be part of a Covid testing programme. The tests will be issued by the Covid co-ordinator/administrator following guidance by NHS/ACC . Staff will carry out tests at home on Sunday and Wednesday and log results on the correct website. Employees must inform their line manger of any positive tests and follow instructions. | P | Major | Possible | Medium | | Ongoing |  |
| 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 and schools own system. Videos will be shared with parents/carers and pupils to explain expectations and routines.  Ensure first aiders on site at all times following appropriate ratios and training will be offered during the holidays for any refreshes required.  Ensure named Child protection officer available within each setting. Beth Leitch or Louise Singer will be onsite.  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 if unsure of anything. HWB training for all staff before return to highlight expectations and strategies to support.  HWB training a feature of every inset throughout the session. | P | Major | Possible | Medium | | March 2021 | 8.3.21 BL |
| Virus transmission in the workplace | | Staff, pupils, visitors (agreed only in advance) | Any employee/service user showing symptoms of Covid-19 or sharing a house with someone with Covid-19 or have a positive test result should remain at home as per the government’s guidance  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/>  Specific individual employee risk assessment (Appendix A) has been undertaken for those who have a self-declared health condition which could increase their risk profile. 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.  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.    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.  If a child attends the setting with symptoms of COVID 19 such as a new and continuous cough and/or high temperature, their families will be contacted and the child will be taken home immediately. If a child / young person is waiting to be collected by their parent or carer, they will be isolated in the back office which they will enter through the HT office and requested to avoid touching surfaces. They will be requested to put on a mask if it is age appropriate.  If the pupil requires supervision the member of staff will wear full PPE and remain in the HT office with the door open. The pupil will be escorted from the building through the HT office wearing a mask.  SLT will then contact Facilities/janitor and ensure appropriate cleaning takes place. The Isolation room will be cleaned after use in keeping with national guidance as will the classroom or Nursery that the child has been in. The class will be evacuated to the gym until cleaning has taken place. Staff to be kept up to date with current guidelines.  If a pupil tests positive SLT/admin will ensure that any member of the household are not attending school. The classroom/Nursery will not have to be cleaned if the siblings are not displaying symptoms as per guidance. | P | Extreme | Possible | High | | Ongoing from July 2020 | BL |
| 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.  Any professional visiting school will only attend one school and school will follow LA route map and share risk assessment before visit.  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/  Any visitors on site will be required to wear appropriate face masks during their visit. They will be instructed of this before entering the building.  There will be no lets permitted and after school clubs cancelled.  Staff and pupils will be informed to self-isolate if they have a person living in the same household or if they have been in contact with someone displaying COVID-19 symptoms who are being tested or if instructed to self-isolate by Teat and Protect. | P | Extreme | Possible | High | | Ongoing July 2020 | 10.8.20 BL |
| 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”.    Parking restrictions to maintain social distancing measures in place include use of both car parks and where possible pool car park.  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.  Parents/carers are encouraged to use various parking places nearest to allocated entrance gates to minimise activity around the school entrances.  Children are encouraged to avoid travelling to school on public transport, with walking and cycling being promoted where safe to do so.  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.  Parents/carers will be reminded regularly of the need to wear a face covering when dropping off and picking up their child. Signage will be displayed on the perimeter fences. | P | Moderate | Possible | Medium | | Ongoing June 2020 | 10.8.20 |
| 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/staircase as designated to each person.  Access and exit from a building involving signing in/out at the reception will be manually managed. Staff sign in board will not be used.  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.  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.  On arrival at the site, employees should thoroughly wash their hands for at least for 20 seconds and use hand sanitiser gel immediately on entry to the workplace located on the table beside the fobbed internal school entry door and then wash their hands in their allocated room. Face covering will be worn when entering and exiting the building. A supply of face masks are available at staff entrance points.  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 various points around the school.  Advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and were people congregate.  Signs displayed reviewed and replaced as necessary. Checked regularly by janitors and PSAs.  There will be no lets permitted during tier 4 and no out of school hours clubs will be allowed.  All adults in the school will be required to wear a face covering while moving around the corridors, in class and in communal areas and will be reminded of this at staff meetings, through signs and emails. | P | Major | Possible | Medium | | August 2020 | 10.8.20 BL |
| Orientation/ Training | | Staff, pupils, visitors (agreed only in advance) | The risk assessments and return plan will be shared on the inset day and staff meetings P4-7 staff will have access to the building to prepare. All documents will be sent to all staff. The risk assessment will be reviewed twice weekly or if any changes or concerns.  All will take responsibility for reminding those not following guidance. | P | Minor | Unlikely | Medium | | August 2020 | 10.8.20 BL |
| 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 sanitise hands when entering the building and wash hands in their own room. Handwashing will be built into daily routine. The Family Room, Resource Room, offices and Room 12 will have a Hand sanitiser station due to lack of sink.  Where hand washing facilities are limited, hand sanitiser will be provided such as in the office, in the Family Room and Room 12.  Employees or pupils who suffer dry skin/dermatitis will carry their own sanitizer, soap and hand cream and use it in line with the guidance from the SG.  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. Signs will be placed in all classes and corridors.  Staff/service users will be encouraged to tie back long hair where appropriate and change clothes daily  All children 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) * 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   Nursery children will not sanitise hands but will be instructed to wash hands with soap during times listed above. | P | Extreme | Likely | High | | August 2020 | 11.8.20 BL |
| Maintaining 2m distancing | | Staff, pupils, visitors (agreed only in advance) | Social distancing while at work is maintained by continuing to limit social interactions by staggering start/finish times and lunchtime  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 is followed. This is in the back office, through the HT office. A protocol has been shared.  Timetable organised to reduce movement of pupils around the school as much as possible.  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. Nursery will also enter through external doors in garden area.  Social gathering amongst employees have been discouraged. 2 staffrooms have been provided to ensure enough space for staff to socialise at a safe distance and breaks staggered. Signage identifies capacity. Nursery staffroom will have a capped maximum capacity of 3 and staff will use the Nursery room when together.  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.  Staff have been separated into teams and stage partners to reduce contact between employees. Staff meetings will be remote through Microsoft Teams whenever possible.  Staff activities are segregated to promote 2 meters distance between adults.  Staff face to face contact has been limited. All staff who are supporting learners **must** ensure that they wear a fluid resistant face mask. If staff are wearing a fluid resistant face mask they can remain with the person for the entire session.  EYP wear fluid resistant face masks during the session with the children and only remove when they are in a safe area away from staff and children.  A contra-flow system is implemented and posters are placed in corridors as a reminder. Only Nursery and P1 staff and children will use the lower corridor.  The spaces used for ‘in school’ learning will be prepared to clarify boundaries. This will include closing areas in the gym unless used for a displaced class.  Individual workstations/ safe spaces out of class for pupils with specific needs are carefully considered to ensure as little as possible traffic and allocated to stop mixing of bubbles.  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.  Through orientation and ongoing reminders all will 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).  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.  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. Staff requested to bring in own utensils and keep in classroom.  Individual learners will be provided with one use resource where practical and where not, these will be wiped down between use with wipes provided if shared.  Pupils are supplied with a notepad which can be used for multiple subjects. Teachers are advised to minimise the use of worksheets. Teachers should use peer assessment and verbal feedback where possible. Staff marking books can wear gloves or sanitise hands before and after.  Physical education will only take place outdoors. The outdoor areas will be used regularly, where possible, to support social distancing and staff will plan for this.  In Tullos we 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. Nursery garden will be split into the 2 bubbles and only accessed by those pupils and staff.  Numbers of employees/service users in a room will be restricted to comply with capacity figures of each individual room.  All staff to monitor practice and alert SLT of any potential risks.  This will trigger a review of this risk assessment  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.  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. Two stages 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.  Face to face teaching staff will be allocated to only one group per day and PSAs will be limited to specific groups. NCCT teachers will cover a maximum of 2 classes daily with enhanced controls between classes as well as hand washing/sanitising between classes.  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.  In some circumstances (including where the 2m rule will be difficult to apply) a risk mitigation approach will be followed in keeping with Scottish Government guidance. This will apply for some very young groups of learners in Nursery, P1 and for some with additional support needs.  Nursery is split into 2 bubbles in the morning and 2 in the afternoon. Members of staff are allocated to those bubbles. | P | Major | Likely | High | | August 2020 | 11.8.20 BL |
| Dining arrangements | | Staff, pupils, visitors (agreed only in advance) | Staff and pupils should bring their own snack etc for morning/afternoon interval if required and packed lunch for the first week.  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 3 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.  All pupils and staff will hand sanitise before entering the dinner hall and supervised by SLT, PSAs and CTs.  Any pupils and staff leaving the site for lunch must inform SMT and follow social distancing guidelines.  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 | Major | Likely | High | | August 2020 | 11.8.20 |
| Use of Toilets | | Staff, pupils, visitors (agreed only in advance) | The capacity of each toilet has been carefully worked out on floor space and guidance and toilets allocated to specific classes.  In Nursery toilets have been allocated to each bubble and supervised by staff.  Supervision of pupils at break times will be supported by PSAs and pupils will be reminded throughout breaks to use toilets.  Access to toilets will be carefully managed by class teacher, EYPs and PSAs.  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.  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.  There will be a strong emphasis on hand washing after visiting the toilet, and hand washing will be supervised for younger children by PSAs.  Signs will be placed on doors to explain which classes use the toilets. Pupils will be supported by PSAs initially to ensure compliance.  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 such as the outer door being closed. Signs will remind staff to wait if occupied. Breaks have been staggered and extended by 5 mins to allow for all staff to access the toilets. | P | High | Likely | High | | August 2020 | 11.8.20 |
| 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 local [Test, Trace, Isolate and Support Strategy](https://www.gov.scot/publications/coronavirus-covid-19-test-trace-isolate-support/). Copies will be made available.  Follow procedures to remove from setting where someone becomes unwell  **Employee**   * Immediately leave the building and go directly home   **Service User**   * Isolation area has been created in the back office near the front door / nappy change room 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 | P | Moderate | Likely | High | | August 2020 | 10.8.20 BL |
| 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 | Min | Possible | | Low | Started before July |  |
| 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/janitor 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 |  |
| 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 twice 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 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 computers or IT suite computers unless necessary and will follow cleaning guidance. Only the teacher or EYP bubble in each room will use the telephone or whiteboard to ensure there is no cross contamination.  Where practical, soft furnishings and soft toys have been removed to minimise the areas where viruses can be difficult or time consuming to remove.  Any member of staff using equipment in staffroom or resource room will clean before and after use using wipes provided. Any item placed in the fridge will be cleaned before being placed in. Staff will be responsible for cleaning own equipment and removing from staffroom.  Only class teachers or EYP bubble will operate blinds and open and shut when entering and exiting their room.  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.  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 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 not be use unless necessary and cleaned as per guidance above.  Any use of common work equipment is restricted and managed by SLT. | P | Moderate | Possible | | Medium | In place from 11th August and ongoing |  |
| 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, PSAs)  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 workstations and resources 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 – 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/staff 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   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.  Central Order of   * Gloves * Aprons * Face Masks * Hand Sanitiser * Spray   Local order of   * Tissues | P | Moderate | Likely | | High | August 2020 | 11.8.20 BL |

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.  Fire hoses available and operational (If installed).  The sprinkler system including head's maintained (if fitted).  Dry / wet risers inspected and maintained (if installed).  Fire blankets available in required location.  Fire alarm and detection system for the building tested, inspected and maintained.  Means of escape clear.  Fire doors provided and maintained in good working order.  Building has suitable lightening conductors / protection.  The fire risk assessment suitable & sufficient / current. | 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 | | | | | | | | |
| Temperature/ Humidity | Staff, pupils, visitors (agreed only in advance) | Workplace temperatures are not too hot or too cold (at least 17 degrees Celsius).  ACC flowchart guidance followed | 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 staff will alert SMT who will instruct staff to follow the ACC flow chart. If further measures are required SLT will follow guidance from ACC.  Class teachers, allocated PSA, janitor to open windows when entering and close windows at end of day. No pupils or other members of staff to touch windows unless designated by class teacher.  Staff will follow the ACC flow chart for ventilation and report any issues to HT. | E | Minor | Possible | Low | Aug 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/ 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 | 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.  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 only in advance) | Separate drinking water facilities will not be available. Pupils will be instructed to bring own filled bottle form home and return home daily. Pupils can fill bottles from the classroom tap. | P | Moderate | Possible | Medium | August 2020 | 12.8.20 |

| **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/ 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 | 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.  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 | 10.8.20 |
| Signed:  Name: | BETH LEITCH | | Assessment Date:       8.3.21 | Further action required: Yes | | | Action Review Date(s):  MARCH 2021  Next Review Date:Twice weekly and any chnages | | | | |
|  |  | |  |  | | |  | | | | |

**Action Plan**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | |  | | | | | | | |
| Signed: |  | Date: | 11.8.20  11.2.21  23.2.21  8.3.21 | | |

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