**TULLOS SCHOOL RISK ASSESSMENT**

**2021-22**

**Reviewed January 2022**

Initial plan - Return to school AUGUST 2021 – reviewed Nov 2021 in light of version 6.3 guidance

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 weekly basis or when SG/ACC guidance changes and shared with staff when changed**

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

**Created– 16.8.21 Updated 04.01.22**

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| **A: Employees – Consider what impact returning to work would have on your employees and how to keep your employees safe.** | | | | |
| **No** | **Issues** | **Y/N/**  **NA** | **Rating**  **R/A/G** | **Comments** |
| 1. | Has a risk assessment been undertaken for those who have a self-declared health condition which could increase their risk profile. | **Y** | **Amber** | 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.  To be completed in first week of return |
| 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 be recorded absent within CoreHR by administrator  The risk assessment will be circulated to all staff and a copy shared with the school QIM and school TU rep.  Any member of staff deemed vulnerable will have individual RA completed if considered necessary.  Pregnant staff if vaccinated will undergo a risk assessment and continue to work if safe to do so. Pregnant staff not vaccinated will take more precautionary approach and all guidance followed. |
| 4. | Where practicable will staff still be allowed to work from home/remotely. | **Y** | **Green** | Ongoing review with individual members of staff. |
| 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** | Distancing of at least 1m should be maintained between staff, other adults, and between staff and pupils although 2m distancing is expected if possible. 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. 1m distancing may be applied in some exceptional circumstances  Pupils assigned to learn within their own class group with minimal mixong of bubbles within school. No assemblies etc 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.  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 for a prolonged time (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.  In the Early Years Setting 1m distancing should be maintained however 2m will be encouraged if capacity allows. |
| 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. 1m distancing may be applied in exceptional circumstances  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 for a prolonged time (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.  Timetables are carefully considered to ensure staff have staggered breaks to avoid large gatherings.  In the Early Years Setting 1m distancing should be maintained however 2m will be encouraged if capacity allows. |
| 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 although this can be altered to 1m distancing in some circumstances. Admin staff / office and resource areas (e.g. photocopiers), and classrooms are arranged so that staff can maintain 2 m distancing.  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. Timetables are carefully considered to ensure staff have staggered breaks to avoid large gatherings for longer periods.  Staff meetings will be conducted digitally or social distanced in a suitable space.  Nursery will not use staffroom if more than 3 people accessing the room and take breaks together in Nursery room while socially distancing. |
| 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 for new pupils beginning in Nursery or school.  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  Training on -  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  Signage reminders at staff sinks. |
| 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. 1m distancing may be applied in exceptional circumstances  Pupils assigned to learn within their own class group however may mix with other pupils from different classes where they can social distance up to 1m to support learning and encourage leadership roles. No assemblies etc 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.  Briefing on inset day 1 to all staff. Reminders when risk assessment reviewed. New staff will be instructed on risk assessment during induction.  Review and reminders standing item at staff meetings and at beginning of term. Risk assessment reviewed when movement between tiers, changes in guidance both nationally and locally. Staff are expected to read and follow risk assessment. |
| 9. | Have staff been trained on what to do if they are experiencing COVID-19 symptoms. | **Y** | **Amber** | Staff have been advised that if they develop the symptoms of COVID-19 (high temperature, new continuous cough or a loss or change to sense of smell or taste), to complete a PCR test . If positive they must self-isolate immediately in line with NHS Guidance and advise school of a positive test in line with Scottish government guidance.  Staff are encouraged to complete lateral flow tests and if test positive must self-isolate in line with current SG guidance. Staff can end self-isolation earlier than the 10 days if they return 2 consecutive negative LFD tests taken 24hrs apart with the first test on day 6 and the second on day 7 if they do not have symptoms.  If staff are identified as a close contact and are fully vaccinated, they do not need to self-isolate and need to take lateral flow tests for 7 days instead. |
| 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. Contact with large groups of colleagues will be maintained through Google/Teams including staff meetings. |

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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 . |
| 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. |
| 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** | Professionals and other visitors by prior arrangement – all protocols to be observed.  Professionals and other agencies will be allowed onsite if it is felt that it would be detrimental to the pupils education or health if the contact did not go ahead. SALT, EP and other professionals will follow their own guidance and discuss with line managers the most appropriate way to ensure pupils needs are being met.  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.  Parent/carer visitors will only be invited to be onsite if strictly necessary to support the pupil and by invitation only and will be risk assessed.  The Early Years Setting will follow SG guidance re numbers of households and limit to 1 adult per child. Most visits will take place in the outdoor area weather permitting. |
| 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.  Parent/carer visitors will only be invited to be onsite if strictly necessary to support the pupil and by invitation only and will be risk assessed. Where possible the meeting will take place in the foyer of the school or the Head Teachers office. If a parent is required to go to an area of the school to collect a child consideration will be given to the shortest route, avoiding pupils and staff as much as possible.  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.  The Early Years Setting will follow SG guidance re numbers of households and limit to 1 adult per child. Most visits will take place in the outdoor area weather permitting. Nursery parents will be allowed to access the back Nursery paths to escort child to school and staff will collect children from Nursery gate. At evening pick up parents will be allowed to collect form the front of the nursery to ensure there is sufficient lighting. |
| 8. | Have appropriate hand wash stations (toilets) and/or hand sanitiser pump action containers been made available in every work area and on main travel routes through the building/site including access and egress areas. | **Y** | **Red**  Amber | Procurement of Hand Sanitiser and Cleaning materials to support.  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. | **Y** | **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 at the beginning of term. 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 at assembly and staff meetings. Covid rules will be in every classroom. |
| 10. | Are the signs displayed reviewed and replaced as necessary? | **Y** | **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** | All rooms will be cleaned before pupils return. |
| 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 and cleaning team. |
| 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 if deemed necessary.  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 section of the Nursery. |
| 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 area. |
| 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. |
| 2. | Ventilation / Humidity / Lighting & Heating. | **Y** | **Green** | Corporate landlord will confirm to individual head teachers when all checks up to date.  Previous guidance on ventilation continues to apply. In addition, the following strengthened guidance on CO2 monitoring should be followed by local authorities:  All schools have access to CO2 monitoring, This is in order to support the goal of all school buildings, including all learning and teaching spaces, being assessed for ventilation issues with a view to remedial action being taken where required. The portable CO2 monitor and [user guide](https://aberdeencitycouncilo365.sharepoint.com/:b:/r/sites/Project-COVIDRecovery-SchoolEstate/Shared%20Documents/General/Classroom%20Ventilation%20Support%20Folder/CO2%20Monitor%20Quick%20Guide.pdf?csf=1&web=1&e=SVxnyQ) (previously provided to all schools) is available for staff members to use in their classrooms, should they have concerns about ventilation levels, and use the online [escalation form](https://forms.office.com/Pages/ResponsePage.aspx?id=aw-pJD2_E02ip4k2nOs16zVq8e9HlE9ChBgY5BswCRBURVc0QUEzOEdWMFJXNkNNQjJWUEVMWFdTNi4u) to highlight concerns about individual rooms / spaces. |
| 3. | Gas Installations. | **Y** | **Green** | Corporate landlord will confirm to individual head teachers when all checks up to date. |
| 4. | Legionella Controls. | **Y** | **Green** | Corporate landlord will confirm to individual head teachers when all checks up to date. |
| 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. |
| 6 | Lift Statutory Inspections. | **Y** | **Green** | Corporate landlord will confirm to individual head teachers when all checks up to date. |

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| Signed: |  | Date: | 08.01.22 |

**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 weekly by SMT and changes made when and if required.**

| **HAZARD** | | **AT RISK** | **CONTROL MEASURES** | **PROBABILITY WORST CASE OUTCOME** | | | | | | |
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| **Consider:** premises work, equipment, specific tasks etc. | | **People at risk** | **Control By:** guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc. | **EXISTING/ PROPOSED ‘E’ or ‘P’** | **Possible Outcome** | **Likelihood** | **Risk rating: High Medium Low** | | **Proposed Timescale** | **Action Completed Date/Initial** |
| **Safety of all –** | | | | | | | | | | |
| Psychological well being | | Staff, pupils | Regular communication is in place (individual and group) to ensure staff are not ill-informed about returning to work safely through regular departmental and whole school meetings and update emails.  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, and school counsellor has sessions with individual staff members. This service will be signposted to new members of staff. SMT do regular check-ins with all staff. HT has regular meetings with school counsellor.  Guidance for managers and employees on the Zone.  <https://peopleanytime.aberdeencity.gov.uk/coronavirus-advice-for-employees/>  SMT 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.  SMT 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.  Employees are made aware of the impact of COVID 19 on their job/change of working environment.  Employees are encouraged to be part of a Covid testing programme. The tests are 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 manager of any positive tests and follow instructions. | P | Major | Possible | Medium | | Ongoing |  |
| Psychological wellbeing | | Pupils  Parents /carers  Sraff | Regular contact with parents to keep them informed of any changes to guidance through emails, IDL and Group Call.  Contact with individual parents/carers to ensure relevant, appropriate information is passed on and shared with staff in a timely manner through SEEMIS and schools own system.  Ensure first aiders on site at all times following appropriate ratios and training will be offered for any refreshes required.  Ensure named Child protection officer available within each setting. Beth Leitch or Alison Mackinlay 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 on inset 1 to highlight expectations and strategies to support.  HWB training a feature of every inset throughout the session.  Nurture Team available to support specific pupils and families if targeted support is required. | P | Major | Possible | Medium | | Ongoing Aug 21 | 16.8.21 BL |
| Virus transmission in the workplace | | Staff, pupils, visitors (agreed in advance) | Any employee/service user showing symptoms of Covid-19 or have a positive test result should remain at home as per the government’s guidance. All staff informed of new guidance on inset 1 and any update shared with staff in a timely manner.  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 if deemed necessary.  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 have review this risk assessment, feedback any concerns and agree the content at school level on inset 1.  The risk assessment should then be circulated to all staff and a copy shared with the school QIM and school TU reps. Any updates shared with staff in timely manner.    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 contact Facilities/janitor and ensure appropriate cleaning takes place. The Isolation room will be cleaned after use in keeping with national guidance. Staff to be kept up to date with current guidelines.  The classroom/Nursery will not have to be cleaned if the siblings are not displaying symptoms as per guidance.  All pupils can engage in drama, music, PE and dance activity indoors and outdoors. Detailed guidance can be accessed here [Practical activities guidelines | COVID-19 education recovery | National Improvement Hub](https://education.gov.scot/improvement/covid-19-education-recovery/covid-19-return-to-educational-establishments/#exp)  In general terms low risk activities are promoted with effective routines continue to be required to sanitise equipment.  The national Childsmile oral health improvement programme and the National Dental Inspection Programme, which were paused as a result of the pandemic**,** have resumed from autumn 2021. The health protection aspects of the programmes have been reviewed by Public Health Scotland. Risk assessments will be followed by staff and pupils when toothbrushing resumes. | P | Extreme | Possible | High | | Ongoing from Aug 2021 | 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.  Staff are made aware of COVID-19 symptoms via training sessions and visual aids such as posters in key locations.  Professionals can visit pupils, classes and school if pre-arranged with SMT. Unnecessary external visitors will be 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. Parent/carer visitors will only be invited to be onsite if strictly necessary to support the pupil and by invitation only and will be risk assessed. Where possible the meeting will take place in the foyer of the school or the Head Teachers office. If a parent is required to go to an area of the school to collect a child consideration will be given to the shortest route, avoiding pupils and staff as much as possible.  The Early Years Setting will follow SG guidance re numbers of households and limit to 1 adult per child. Most visits will take place in the outdoor area weather permitting.  Anybody visiting the site will do so only with prior agreement from / appointment with the SLT 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 on Tullos Covid rules before entering the building.  Staff, children or young people who develop the symptoms of COVID-19 (high temperature, new continuous cough or a loss or change to sense of smell or taste), or who test positive using PCR tests or Lateral Flow Device (LFD), must self-isolate immediately in line with NHS Guidance.  Guidance information re close contact below shared with all staff on Aug inset day. Updated guidance shared regularly with staff and parents. | P | Extreme | Possible | High | | Ongoing | 16.8.21BL |
| 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”.    On arrival at the site, employees/service users will use hand sanitiser gel immediately on entry to the workplace.  Parents/carers are encouraged to use various parking places nearest to allocated entrance gates to minimise activity around the school entrances.  Parents/carers will be reminded regularly of Covid rules and signage will be displayed on the perimeter fences. | P | Moderate | Possible | Medium | | Ongoing June 2020 | 16.8.21 BL |
| 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 or digitally 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.  Unnecessary external visitors will be 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 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 where people congregate.  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 2021 | 16.8.21 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 All documents will be sent to all staff when changes made.  The risk assessment will be reviewed weekly by SMT and monthly by EIS rep or if any changes or concerns. Any changes highlighted to all staff, pupils and parents.  All will take responsibility for reminding those not following guidance the expectations. | P | Minor | Unlikely | Medium | | August 2021 | 16.8.21 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.  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.  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 * After blowing the nose * After sneezing or coughing * When changing classroom   Nursery children will not sanitise hands but will be instructed to wash hands with soap during times listed above. | P | Extreme | Likely | High | | August 2021 | 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 and by staggering start/finish times and breaks.  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.  Timetables organised to take into consideration staff and pupils movement around the school.  Movement through the school will be limited and children will spend their time in the classroom unless visiting toilets or dinner hall. Art, and PE will be timetabled in their respective rooms. Support for learning will be in either the Support for learning rooms or within the classroom dependant on space and needs of the pupils.  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.  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 meetings will be remote through Microsoft Teams or in social distanced spaces such as the dinner hall if deemed face to face contact is necessary or more beneficial.  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 can wear fluid resistant face masks during the session with the children however this is not compulsory when working with the children but must be worn if within 2 m of adults.  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.  Classrooms will be set up by individual teachers to allow for 2m distancing between staff and pupils. Careful consideration will be given to exit and entry and pupil seating. 1m distancing can be applied in certain circumstances through discussion with SMT.  Individual workstations/ safe spaces out of class for pupils with specific needs are carefully considered to ensure as little as possible traffic and allocated after discussion with SMT.  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.  The outdoor areas will be used regularly 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 will be issued to each group and will be sanitised after each play session and risk assessed appropriately.  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 SMT 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.  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. | P | Major | Likely | High | | August 2021 | 16.8.21 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 .  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. Limited 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.  All pupils and staff will hand sanitise before entering the dinner hall and supervised by SMT, 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 dinner hall when no other pupils are using the hall and rolling snack and afternoon tea offered in the nursery setting.  Pupils will be escorted to the dinner hall and will not be in the hall at the same time as other pupils. | P | Major | Likely | High | | August 2021 | 16.8.21 BL |
| 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.  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.  There will be a strong emphasis on hand washing after visiting the toilet, and hand washing will be supervised for younger children by PSAs.  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 2021 | 16.8.21 BL |
| Employees / Service user becomes unwell | | Staff, pupils, visitors (agreed only in advance) | In line with procedures and guidance, only allow employees and pupils 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**   * Alert SLT, leave the building and go directly home   **Pupil**   * 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 clean carried out   This protocol will be shared with all staff. | P | Moderate | Likely | High | | August 2021 | 16.8.21 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 | Aug 21 |  |
| 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 | Aug 21 |  |
| Commonly touched surfaces | Staff, pupils, visitors (agreed only in advance)  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 or locker.  Resources can be shared among pupils in a class but hands should be sanitised before and after us. Shared resources should be wiped down before  Staff marking books can wear gloves or sanitise hands before and after. | | 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.  Pupils will not be allowed to use sprays but can support cleaning by using wipes.  Where practical, soft furnishings and soft toys have been removed to minimise the areas where viruses can be difficult or time consuming to remove. Some classes have own soft resources due to needs in class. Class teacher manages these resources for the class.  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.  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.  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 or locker. Pupils to bring own water bottles for school.  Resources can be shared among pupils in a class . Shared resources should be wiped down after use. Sharing of resources between classes should be minimised where possible.  Staff marking books can wear gloves or sanitise hands before and after.  Reading books can go home and risk assessment followed on return. Staff are to manage this for their class. | P | Moderate | Possible | | Medium | Aug 21 |  |
| 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  Pupils should only use wipes to clean their own resources. | P | Moderate | Possible | | Medium | Aug 21 |  |
| Housekeeping | Staff | | Appropriate cleaning products are provided, so that staff can frequently clean their workstations and resources during the day. PSA goes around all classes to ensure products are topped up.  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 | Aug 21 |  |
| 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 2021 | 16.8.21 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 | Aug 21 |  |
| 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 21 |  |
| Ventilation | Staff, pupils, visitors (agreed only in advance) | Natural ventilation is available in the workplace, e.g.  windows or open doorways.  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.  All schools have access to CO2 monitoring, This is in order to support the goal of all school buildings, including all learning and teaching spaces, being assessed for ventilation issues with a view to remedial action being taken where required. The portable CO2 monitor and [user guide](https://aberdeencitycouncilo365.sharepoint.com/:b:/r/sites/Project-COVIDRecovery-SchoolEstate/Shared%20Documents/General/Classroom%20Ventilation%20Support%20Folder/CO2%20Monitor%20Quick%20Guide.pdf?csf=1&web=1&e=SVxnyQ) (previously provided to all schools) is available for staff members to use in their classrooms, should they have concerns about ventilation levels, and use the online [escalation form](https://forms.office.com/Pages/ResponsePage.aspx?id=aw-pJD2_E02ip4k2nOs16zVq8e9HlE9ChBgY5BswCRBURVc0QUEzOEdWMFJXNkNNQjJWUEVMWFdTNi4u) to highlight concerns about individual rooms / spaces.  Term 2 monitoring took place in every class and reported to ACC. Monitoring will continue to be completed in accordance with ACC guidance.  Any staff member concerned should discuss with SLT. | E | Minor | Possible | Low | Aug 2021 | 16.8.21 |
| **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 2021 | 16.8.21 |
| 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 2021 | 16.8.21 |
| 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 2021 | 16.8.21 |

| **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.  Health and safety officers allocated and meet regularly. Officers – Beth Leitch, Subrena Lal-McBain and Maree McCombe reporting any issues to appropriate departments ie janitorial services. | | | P | Major | | Possible | Medium | August 2021 | 16.8.21 |
| 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 2021 | 10.8.20 |
| Signed:  Name: | BETH LEITCH | | Assessment Date:       08.01.22 | Further action required: Yes | | | Action Review Date(s): when necessary  Next Review Date: weekly and any changes to guidance | | | | |
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**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 | | | | | Aug 21 | Line managers/H&S | | **To be Completed** |
| A3 | Tracking system to be developed and maintained for vulnerable staff | | | | | Aug 21 | 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 | | | | | Aug 21 | 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 | | | | | Aug 21 | Corporate Landlord | | **Completed** |
| B8 | Co-ordinated procurement of PPE including hand sanitiser and cleaning materials | | | | | June 2021 | 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 | | | | | July 2021 | 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 2021 | Facilities | | **Completed** |
| D1-6 | All required building related safety inspections undertaken and completed | | | | | August 2021 | Corporate Landlord | | **Completed** |
| Additional Comments | |  | | | | | | | |
| Signed: |  | Date: | 16.8.21 | | |

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