

## 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.

This risk assessment is dynamic and will be reviewed on a daily basis

<b>Service area: Operations</b>
<b>Site Address: Dyce Academy Riverview Drive Dyce Aberdeen AB21 7NF</b>
<b>Service manager: Chief Education Officer</b>
<b>Inspection Undertaken by: Quality Improvement Team / Head Teacher Lesley Adam</b>
<b>Approved by:</b>

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

<b>A: Employees – Consider what impact returning to work would have on your employees and how to keep your employees safe.</b>				
<b>No</b>	<b>Issues</b>	<b>Y/N/NA</b>	<b>Rating R/A/G</b>	<b>Comments</b>
1.	Has a risk assessment been undertaken for those who have a self-declared health condition which could increase their risk profile.	Y	<b>Amber</b>	A template for an individual worker's risk assessment is provided at the end of this document.
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	<b>Green</b>	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	<p>Employees will record absence within CoreHR.</p> <p>The risk assessment should be circulated to all staff and a copy shared with the school QIM and school TU reps.</p>
4.	Where practicable will staff still be allowed to work from home/remotely.	Y	Amber	<p>Ongoing review with individual members of staff and in response to staff questionnaire. Staff who are not working directly with children will continue to work from home/remotely.</p>
5.	Can all staff maintain the <a href="#">Scottish Government</a> guidelines for social distancing based on your industry ( <a href="#">The latest Social Distancing Guidelines available here</a> ). These could include but are not limited to the following:	Y	Amber	<p>2 m distancing should be maintained between staff, other adults, and between staff and pupils. Classrooms are arranged so that staff can maintain 2 m distancing (e.g. staff workstation 2m from nearest pupil desks). Teacher / staff workstations will be wiped down between each use by different individuals, hand washing facilities / hand sanitiser available.</p> <p>Pupils assigned to learn within specific groups (where possible) for the duration of the school day to avoid large gatherings / groups and spaces / areas becoming crowded.</p> <p>However, this may be compromised by needs of individual pupils... A different arrangement is in place for a Targeted Support group of pupils with specific needs. For example, an area designated in classrooms / teaching areas if 1-2-1 support needed.</p> <p>PPE provided for any members of staff who require to come into close contact (within 2 m of a pupil (e.g. for additional support needs, first aid, etc.).</p> <p>Staffroom altered and numbers limited to take into account social distancing can be used, staff will need to bring their own food and drink.</p>
5a	Are you able to segregate staff's activities to promote 2 metres distance?	Y	Amber	See 5. above.
5b	Are you able to limit the amount of contact staff have with each other to 15 minutes or less	Y	Amber	See 5. above.
5c	Are you able to implement a one way flow system and provide visual aids (e.g. distancing markers, signage, flow system markers) for maintaining two metres distance.	Y	Amber	Classes will be brought in via 3 identified entrances in house groups. There is a clearly identified one-way system with appropriate signage. Social distancing signage is also in place..
6.	Have staff been trained / notified before returning to work on any new procedures.	Y	Amber	<p>Handwashing</p> <p>PPE</p> <p>Social Distancing</p> <p>One way systems</p> <p>Training to be completed by all staff before opening</p>
7.	Have staff been instructed on how to hand wash effectively, for the suggested duration and maintain good hygiene practices.	Y	Amber	<p>As above</p> <p>Ensure signage is available at all hand wash stations</p>

8.	Have staff been instructed on social distancing where practicable while at work.	Y	Amber	See 5. above.
9.	Have staff been trained on what to do if they are experiencing COVID-19 symptoms.	Y	Amber	Reissued within Risk assessment and PPE Guidance during staff training
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	Every effort will be made to use technology such as Google Meets even when in school to meet with groups of staff. No whole staff meetings will be held. HTs now meet regularly using technology.

**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	Reminder to Home School Liaison Officer (HSLO)/other multi-agency workers attending school for professional visits if return to normal duties are implemented
2.	Are workers required to use either their own vehicle or company vehicle to travel to their task?	N	Green	Advise staff of car park protocol on reverse parking to assist in supporting social distancing of drivers getting into/out of vehicles.
3.	Are workers avoiding public transport where applicable and using alternatives (e.g. cycling, walking to work etc).	Y	Green	Where possible – staff will follow guidance for public transport i.e. face coverings.
4.	Have you considered staff that are required to vehicle share for their role and whether this could continue?	Y	Red	Escorts and pupils to follow advice for public transport i.e. wearing of face coverings and maintaining physical distancing where possible. 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	Entry and exit points have been identified. Pupils have been informed as to entrances and exit points.

6.	Has access to the building/site been restricted to visitors and contractors etc.	Y	<b>Amber</b>	<p>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.</p> <p>Other essential visitors only where the impact of non attendance would cause further harm (e.g. essential maintenance contractors, Educational Psychologist)  Schools with open play areas will need to consider the impact of this within their risk assessment.</p> <p>Signage displayed at front door that entry by non-pupils &amp; teaching staff is by prior arrangement only.</p>
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7.	Is it practicable to confine visitors to strictly defined areas and avoid unnecessary movements around the building?	<b>Y</b>	<b>Amber</b>	<p>An area has been identified in school for essential meetings.</p> <p>Parents will be asked not to enter the building. If they need to speak to a member of school staff, they should telephone or email in the normal way. All official visitors to arrange appointments and sign in/out and leave contact details (Reception Staff/school administrator to take visitor details for Test and Protect and control virus transmission). Meetings with parents will be conducted online and managed by PTPS &amp; House Heads.</p> <p>Where it is imperative 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.</p> <p>Signage will be displayed at school visitor entrances to explain that visitors are generally not permitted, and a telephone number will be provided for visitors to contact a member of office staff within the building should they wish to speak with someone or have an appointment to visit the school. If a visitor has an appointment to access the building, they will be asked first to confirm that they are not displaying COVID-19 symptoms. Those displaying symptoms will not be permitted access. Where possible, visitors permitted access will remain within the reception area of the school and speak with the relevant member(s) of staff via the School Office window</p> <p>Deliveries will be made at the front door, no requirement for entry into the school, Janitorial staff can transport deliveries to required area of school.</p> <p>Contractors will enter and exit the building by the point appropriate to the area they are working in – arranged on a case by case basis. Visits to school by CO; QIM, etc will be via front door for meeting in Head Teacher Office where social distancing can be adhered to.</p>
8.	Have appropriate hand wash stations (toilets) and/or hand sanitiser pump action containers been made available in every work area and on main travel routes through the building/site including access and egress areas.	<b>N</b>	<b>Red</b>	Procurement of Hand Sanitiser and Cleaning materials to support
9.	Is advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and were people congregate.	<b>N</b>	<b>Amber</b>	Signs in place.
10.	Are the signs displayed reviewed and replaced as necessary?	<b>N</b>	<b>Amber</b>	Weekly check to be added to risk assessment for signage. Janitors to replace signage where necessary – janitors will require access to school printing facilities for this

**C: Cleaning Regime – Consider what cleaning and hygiene measures need to be implemented to reduce the risk of individuals contracting the virus on your premises / site.**

No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Have you completed a clean of the property / site before returning	Y	Green	Most schools, other than those which were used for Keyworker Childcare or Vulnerable Learner Hubs, have laid empty since 23 March. Initial cleaning is in progress to ensure buildings are fit for small groups of staff to return and a full deep clean will be undertaken prior to pupils return on 11 August.
2.	Is the ongoing cleaning frequency sufficient and is cleaning required and can cleaning be undertaken when site/building/premises is occupied?	Y	Green	Daily cleaning will be undertaken by Cleaning Services, supplemented by Janitorial staff undertaking regular cleaning of frequent hand touch points during the school day. All surface cleaning will be undertaken using EN14476 rated (for destroying enveloped viruses) disinfecting solutions.
3.	Are all hand contact points cleaned on a frequent basis including, door furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, toilets, canteen / food preparation areas.	Y	Green	In addition to the answer in 2 above, discussion is ongoing at the School Readiness for Reopening Group to determine who will clean IT equipment, toys and other resources. Items which cannot be effectively disinfected between uses will be temporarily taken out of use.
4.	Have persons undertaking the cleaning been instructed with clear safe usage instructions.	Y	Green	All FM staff are trained in the safe methods of work for activity within their service areas. COVID-19 specific risk assessments have been completed and shared with all staff. Supplementary service specific FAQ's have also been prepared and shared with staff upon their return to work.
5.	Can where practical curtains and blinds be removed to minimise the areas where viruses can be difficult or time consuming to remove.	N	Amber	Curtains will be removed where practicable, areas where they cannot be removed and they may pose a hygiene risk to room users will be put out of use.
6.	Can blinds be kept opened and locked if they cannot be removed.	Y	Amber	Individual member of staff to manage blinds in each areas of school Signage and cleaning materials to be made available for electronic blinds
7.	Can rugs and mats be removed where safe to do so to make cleaning and disinfection of floors easier.	N/A	Amber	
8.	Have staff been provided with appropriate cleaning products so that they can frequently clean their own work stations during the day.	N	Red	Products to be ordered by individual schools through PPE order form. Facilities Management to assist in storing and replenishing appropriate cleaning materials.



## COVID-19 Health & Safety Risk Assessment

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
<b>Consider:</b> premises work, equipment, specific tasks etc.	<b>People at risk</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
<b>Safety of all –</b>								
Psychological well being	Staff, pupils	<p>Regular communication is in place (individual and group) to ensure staff are not ill-informed about returning to work safely through whole school meetings via Google Meets and Microsoft Teams meetings, weekly all staff information bulletins and by personal contact with individual staff as relevant.</p> <p>New workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in procedures and policies and disseminated to employees through line managers and HR.</p> <p>Line managers are aware of how big changes to working arrangements may cause additional work-related stress and affect their employees' mental health and wellbeing.</p> <p>Managers hold regular informal discussions with their team and look at ways to reduce causes of stress including access to ACC Wellbeing support and signposts.</p> <p>Concerns on workload issues or support needs are escalated to line manager.</p> <p>SMT links 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. Faculty Heads to be directed to Wellbeing section within the Health, Safety and Wellbeing section in OIL, as well as within the Mental Health</p>	P	Major	Possible	Medium	June 2020	Aug 2020, LA



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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
		<p>and Wellbeing section within PeopleAnytime on The Zone .ACC stress risk assessment procedure to be used to target support where required.</p> <p>Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs</p> <p>Employees are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc) through line managers.</p> <p>Employees are made aware of the impact of COVID 19 on their job/change of working environment.</p>						
Psychological wellbeing	Pupils	<p>Contact with individual parents/carers at initial return to ensure relevant, appropriate information is passed on and shared with staff in a timely manner through SEEMIS</p> <p>Ensure first aiders on site at all times following appropriate ratios.</p> <p>Ensure named Child protection officer available within each setting.</p> <p>All ACC policies adhered to at all times.</p> <p>Staff working with children to continue to be calm, nurturing and caring, seeking confirmation from line manager if unsure of anything.</p>	P	Major	Possible	Medium	June 2020	Aug 2020, LA
Virus transmission in the workplace	Staff, pupils, visitors (agreed)	Any employee/service user showing symptoms of Covid-19 or sharing a house with someone with Covid-19 should remain at home as per the government's guidance. <a href="https://www.gov.uk/government/publications/covid-19-">https://www.gov.uk/government/publications/covid-19-</a>	P	Extreme	Possible	High	June 2020	Aug 2020, LA

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
	only in advance)	<p><a href="#">stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <p><b>Test and Protect information:</b>  <a href="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/">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/</a></p> <p>Specific individual employee risk assessment (appendix A) has been undertaken for those who have a self-declared health condition which could increase their risk profile.</p> <p>The inspection checklist above has been undertaken to identify the control measures to consider reducing the risk of workplace infections and as part of a proactive monitoring regime and checking that preventative and protective control measures are implemented in line with current health and safety general duties.</p> <p>All employees requested to attend a school building should review this exemplar risk assessment, feedback any concerns and agree the content at school level. The risk assessment should then be circulated to all staff and a copy shared with the school QIM and school TU reps.</p> <p>No member of staff / pupil who is shielding will be allowed access.</p> <p>Advice is shared with staff members and staff have been fully briefed and kept up to date with current advice on staying protected through the company lines of communications (i.e. line managers, HR) and shared with staff.</p>						
Someone entering the workplace with COVID-19	Staff, pupils, visitors (agreed)	Request that companies who regularly attend our premises or those we work alongside us to provide their health and safety	P	Extreme	Possible	High	June 2020	Aug 2020, LA

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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
	only in advance)	<p>policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19.</p> <p>Staff are made aware of COVID-19 symptoms via training sessions and visual aids such as posters in key locations, screensavers</p> <p>External visitors will be actively discouraged. Parents will not be allowed entry to the school building and will be encouraged to make contact by email / phone and not in person.</p> <p>Anybody visiting the site will do so only with prior agreement from the Head Teacher and will be informed that they are not to enter if they're experiencing COVID-19 symptoms, being advised to self-isolate in line with government recommendations</p> <p>Staff and pupils will be informed to self-isolate if they have a person living in the same household or if they've been in contact with someone displaying COVID-19 symptoms</p>						
Travel to school buildings	Staff, pupils, visitors (agreed only in advance)	<p>Wherever possible private transport should be used to maintain isolation from the public when commuting to the school building.</p> <p>If public transport or car sharing cannot be avoided, the employee/service user should be encouraged to follow current government advice in respect of "face coverings".</p> <p>Advise staff of car park protocol on reverse parking to assist in supporting social distancing of drivers getting into/out of vehicles.</p> <p>On arrival at the site, employees/service users will use hand sanitiser gel immediately on entry to the workplace, and thoroughly wash their hands for at least for 20 seconds thereafter at regular intervals.</p>	P	Moderate	Possible	Medium	June 2020	Aug 2020, LA

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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
		<p>Children are encouraged to avoid travelling to school on either public or school transport with walking being promoted where safe to do so.</p> <p>An appropriate area in the school car park has been identified for parents to drop off/collect their youngsters. Bike racks will be in use providing users follow guidance on social distancing.</p>						
Entry and exit to building	Staff, pupils, visitors (agreed only in advance)	<p>Entry and exits to the building/site will be planned and managed to support physical distancing within the building. Three entrance points have been identified, and at the end of the day pupils may leave by the nearest fire exit.</p> <p>Recording of access and exit from a building to be carried out to an agreed protocol, as follows:</p> <ul style="list-style-type: none"> <li>• Use hand sanitiser</li> <li>• Use own pen to sign in/out</li> <li>• Use hand sanitiser again before using fob to open door</li> </ul> <p>External visitors will be actively discouraged. Parents will be encouraged to make contact by email / phone and not in person. Any essential visitors confined to strictly defined areas and unnecessary movements around the building avoided.</p> <p>Hand sanitiser is available in every work area and through the building including access and egress areas where there are no sink facilities.</p> <p>Advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and were people congregate.</p> <p>Signs displayed reviewed and replaced as necessary.</p>	P	Major	Possible	Medium	June 2020	Aug 2020, LA

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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
Orientation/ Training	Staff, pupils, visitors (agreed only in advance)	<p>Training arrangements have been developed including refresher sessions to ensure staff have been trained before returning to work on any new procedures.</p> <p>Service Users should receive a copy of the 'Returning to School Guide'.</p> <p><u>Prior to August 11<sup>th</sup></u> All staff must complete health and safety orientation:</p> <ul style="list-style-type: none"> <li>• Social distancing and one-way system plans</li> <li>• Handwashing training</li> <li>• PPE Training</li> <li>• Updated First Aid Training (for relevant staff)</li> <li>• Updated Fire Evacuation Procedures (The latest Guidance on these measure can be found by clicking the following link <a href="#">Social Distancing Guidelines</a>).</li> </ul> <p><u>On first day of school entry</u></p> <p>Service Users should complete health &amp; safety orientations including:</p> <ul style="list-style-type: none"> <li>• Social distancing and one-way system plans</li> <li>• Handwashing training</li> </ul> <p>All will take responsibility for challenging those not following guidance.</p>	P	Extreme	Likely	High	August 2020	Aug 2020, LA
Personal Hygiene	Staff, pupils, visitors (agreed only in advance)	<p>Staff will follow good infection control guidance (<a href="#">Infection Prevention and Control in Childcare Settings (Day Care and Childminding Settings)</a>).</p> <p>Handwashing procedure posters are displayed in areas where handwashing takes place.</p>	P	Extreme	Likely	High	August 2020	Aug 2020, LA

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		<p>All staff/service users will sanitise/wash hands at before entering setting and build handwashing into daily routine</p> <p>Where hand washing facilities are limited, hand sanitiser will be provided.</p> <p>Employees or service users who suffer dry skin/dermatitis will carry their own hand cream.</p> <p>Where tissues are used they will be binned immediately, then hands will be washed/sanitised.</p> <p>All will be encouraged and reminded to avoid touching eyes, nose and mouth with unwashed hands and to cough directly to crook of elbow.</p> <p>Staff/service users will be encouraged to tie back long hair where appropriate and change clothes daily</p> <p>Handwashing will take place:</p> <ul style="list-style-type: none"> <li>• When entering the building</li> <li>• After using the toilet</li> <li>• After blowing the nose</li> <li>• After sneezing or coughing</li> <li>• When changing classroom</li> <li>• Prior to entering school transport</li> <li>• Changing class rooms</li> <li>• Before and after eating or handling food</li> <li>• Before leaving the building/getting into their car</li> <li>• When arriving home</li> </ul>						

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Maintaining 2m distancing	Staff, pupils, visitors (agreed only in advance)	<p>Social distancing while at work is maintained by continuing to limit social interactions by staggering start/finish times and lunchtime.</p> <p>The canteen is only to be used for access to Games Hall/MPA</p> <p>Staff to receive regular reminders regarding Scottish Government guidance on social distancing whilst at work.</p> <p>Staff requested to keep in touch through remote technology such as phone, internet and social media.</p> <p>Staff have been separated into teams to reduce contact between employees.</p> <p>Staff recreational facilities reconfigured to promote 2 meters distance.</p> <p>Staff face to face contact has been limited with each other to 15 minutes or less where possible.</p> <p>A one-way flow system is implemented and visual aids, such as floor strips, signage are used for maintaining two meters distance.</p> <p>Desks are arranged to maintain a minimum of 2 meters from each other, with employee's facing in opposite directions where possible (e.g. in school office).</p> <p>Through orientation and ongoing reminders all will maintain 2m distancing where possible.</p> <p>Teacher workstations to be arranged to maintain a minimum of 2 meters from pupils and other staff. with staff facing in opposite directions where possible (e.g. Teachers workstation in class, school office).</p>	P	Extreme	High	Likely	August 2020	Aug 2020, LA

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		<p>Thorough orientation and ongoing reminders all staff and adults to maintain 2m distancing where possible.</p> <p>Classrooms should be set up with desks facing the front where possible, so that young people do not face each other. 2m physical distancing is required between staff and pupils, with PPE mitigations required where this cannot be realised.</p> <p>Physical contact will be minimised and only take place where a risk assessment has been completed and appropriate PPE arrangements in place (Education PPE Guidance to be followed).</p> <p>Emergency evacuation procedures/ fire drill &amp; muster point updated and shared with employees / service users prior to or on day of entry.</p> <p>Minimise contact with surfaces, e.g. tables, furniture and where there is reason for multiple use, items should be wiped prior to and following use.</p> <p>Items that come into contact with your mouth such as cups &amp; bottles will not be shared.</p> <p>Individual learners will be provided with one use resource where practical and where not, these will be wiped down between use with wipes provided.</p> <p>The outdoor areas will be used regularly, where possible, to support social distancing and staff will plan for this.</p> <p>Numbers of employees/service users in a room will be restricted to comply with capacity figures of each individual room.</p>						



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		<p>All staff to monitor practice and alert SLT of any potential risks. This will trigger a review of this risk assessment</p> <p>Consideration of whether service user should be removed from setting if they refuse to comply with ACC risk assessment.</p> <p>The number of learners/staff within each area is limited to the room capacity. This will be managed by the teacher in charge of the class and has been predetermined by timetabling arrangements. See School's rooming capacities spread sheet for further information.</p>						
Dining arrangements	Staff, pupils, visitors (agreed only in advance)	<p>All employees and service users will be asked to bring a packed lunch and the provision of free school meal vouchers will continue.</p> <p>For week commencing Monday 17th August, packed lunch service will be provided. Further discussions will be required on a site by site basis as to how service will be delivered and from where.</p> <p>For week commencing Monday 24th August, return to full service. Again further discussions will be required on a site by site basis to determine exactly how service will be provided.</p> <p>Morning breaks and lunch breaks should be staggered to reduce number of pupils queuing / congestion in the dining hall.</p> <p>Any uneaten food / waste wrappers etc will be taken home, to help reduce the risk of infection spread</p>	P	Extreme	High	Likely	August 2020	Aug 2020, LA

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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.						
		<p>Children will eat any break-time snacks etc. in their classrooms to reduce the numbers of interaction with agreed timings which will enable smaller groups to access areas such as the playground at one time and smaller numbers of staff accessing staffrooms.</p> <p>All pupils <b>are recommended to remain on site</b> for lunch in order to limit their contact with others out with the school -These arrangements will be reviewed as restrictions are reviewed</p> <p>Early Years dining will be within the setting area to ensure that children can remain within the space and rolling snack offered to limit numbers in kitchen / dining areas</p>						
Use of Toilets	Staff, pupils, visitors (agreed only in advance)	<p>Access to toilets will be carefully managed by PSAs in order to maintain social distancing within the toilet areas.</p> <p>Break times will be staggered</p> <p>Limits will be placed on the number of pupils accessing a toilet at any one time to 1</p> <p>There will be a strong emphasis on hand washing after visiting the toilet, and hand washing may require to be supervised for younger children</p> <p>A cone will be placed immediately outside the toilet block door to show when the toilet area is occupied.</p>	P	Extreme	High	Likely	August 2020	Aug 2020, LA
Employees / Service user becomes unwell	Staff, pupils, visitors (agreed only in advance)	<p>In line with procedures and guidance, only allow employees and service users in good health to be in the setting.</p> <p>If someone develops any of the symptoms:</p> <ul style="list-style-type: none"> <li>• <b>a high temperature</b> – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>• <b>a new, continuous cough</b> – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24</li> </ul>	P	Extreme	High	Likely	June 2020	Aug 2020, LA

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<p>hours (if you usually have a cough, it may be worse than usual)</p> <ul style="list-style-type: none"> <li>• <b>loss or change to your sense of smell or taste</b> – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal</li> </ul> <p>Follow current NHS guidance  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a>            All school staff will be asked to familiarise themselves with the local <a href="#">Test, Trace, Isolate and Support Strategy</a>.</p> <p>Follow procedures to remove from setting where someone becomes unwell</p> <p><b>Employee</b></p> <ul style="list-style-type: none"> <li>• Immediately leave the building and go directly home having notified line manager/Reception staff to allow arrangements to be made for cover where necessary</li> </ul> <p><b>Service User</b></p> <ul style="list-style-type: none"> <li>• Isolation area within the building identified in case of any individuals who present as unwell during the session (consider near entrance)</li> <li>• Emergency contact list accessible and up to date</li> <li>• Request for immediate collection by parents/carers</li> <li>• On collection, immediately leave the building and go directly home</li> <li>• Facilities informed and deep clean carried out</li> </ul>						
<b>Cleaning and hygiene measures</b>								
Environmental Cleaning	Staff, pupils, visitors (agreed	A deep clean of the property / site before returning is performed if required.	P	Minor	Possible	Low	05/06/20	Aug 2020, LA

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
<b>Consider:</b> premises work, equipment, specific tasks etc.	<b>People at risk</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
	only in advance)	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.						
Cleaning Frequency	Staff, pupils, visitors (agreed only in advance)	The ongoing cleaning frequency is sufficiently resourced to allow cleaning to be undertaken daily, with supplementary sanitisation by janitorial staff when site/building/premises is occupied.  Toilets and washrooms will be cleaned daily by cleaning staff to maintain high standards of cleanliness, using methods and cleaning products in keeping with national guidance (COVID-19-decontamination-in-non-healthcare-settings).	P	Moderate	Possible	Medium	In place from 11th August and ongoing	Aug 2020, LA
Commonly touched surfaces	Staff, pupils, visitors (agreed only in advance)	Additional sanitisation of taps and flush handles will be undertaken by janitorial services on a regular basis during the school day. All other areas will be cleaned by cleaning staff before the start of every day, paying special attention to door handles, table/counter tops, bannisters, and other areas touched regularly by staff and children, with additional cleaning during the day.  Sanitising wipes will be available in each setting to ensure cleaning and disinfection of frequently touched objects and surfaces (e.g. telephones, keyboards, door handles, desks, tables). This should be undertaken by staff on duty or service users if appropriate.  Where practical, soft furnishings are removed to minimise the areas where viruses can be difficult or time consuming to remove.  Blinds kept opened and locked if they cannot be removed.  Rugs and mats are removed where safe to do so to make cleaning and disinfection of floors easier.	P	Moderate	Possible	Medium	In place from 11th August and ongoing	Aug 2020, LA

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
<b>Consider:</b> premises work, equipment, specific tasks etc.	<b>People at risk</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
		Appropriate cleaning products are used during daily preventative clean regime.  Staff avoid touching common pieces of equipment such as photocopiers/printers/scanners/faxes and use only dedicated work equipment on the workstations.  Any use of common work equipment is restricted and managed.						
Use of cleaning products	Staff, pupils, visitors (agreed only in advance)	Persons undertaking the cleaning have been instructed with clear safe usage instructions.  The relevant Safety Data Sheet and COSHH assessment is provided for the substances in use. (Early Years / Facilities staff)  Correct PPE is provided for the use of cleaning materials	P	Moderate	Possible	Medium	In place from 11th August and ongoing	Aug 2020, LA
Housekeeping	Staff	Appropriate cleaning products are provided, so that staff can frequently clean their work stations during the day.  Staff provided with waste bins lined with a plastic bag so that they can be emptied by facilities staff without contacting the contents.  Facilities Staff are instructed that the emptying of bins and wastepaper baskets should be followed by hand washing.	P	Moderate	Possible	Medium	In place from 11th August and ongoing	Aug 2020, LA
Close contact / Spillages – bodily fluids, blood, vomit	Staff, pupils, visitors (agreed only in advance)	Employees will follow <a href="#">Education PPE Guidance</a> and should wear appropriate PPE including Fluid resistant face masks (type IIR) for work where individual risk assessment has identified the need at times where staff will provide intimate care or have direct contact (within 2 metres) of children for a period of 10 minutes or more such as: <ul style="list-style-type: none"> <li>➤ supporting the medical and additional support requirements of children with complex needs</li> <li>➤ where there are invasive interventions required</li> </ul>	P	Moderate	Possible	Medium	In place from 11th August and ongoing	Aug 2020, LA

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<p>➤ where children have difficulty maintaining social distancing for 10 minutes or more</p> <p>Identified Health &amp; Wellbeing (should this be PPE or is this a Facilities team matter as it relates to bodily fluid spills??) Coordinator will ensure that a regular stock take is carried out and an order completed on a 4 weekly basis. Completed orders should be in by 12pm Wednesday of week 3.</p> <p><a href="#">PPE Order</a></p> <p>Central Order of</p> <ul style="list-style-type: none"> <li>• Gloves</li> <li>• Aprons</li> <li>• Face Masks</li> <li>• Hand Sanitiser</li> <li>• Wipes</li> </ul> <p>Local order of</p> <ul style="list-style-type: none"> <li>• Tissues</li> </ul>						

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

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
<b>Fire Safety Systems / Emergency Lighting</b> - 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 lightning conductors / protection.  The fire risk assessment suitable & sufficient / current.	P	Extreme	Possible	Medium	August 2020	Aug 2020, LA
<b>Ventilation / Humidity / Lighting &amp; Heating</b> Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Temperature/ Humidity	Staff, pupils, visitors	Workplace temperatures are not too hot or too cold (at least 17 degrees Celsius).	E	Minor	Possible	Low	August 2020	Aug 2020, LA

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME						
<b>Consider:</b> premises work, equipment, specific tasks etc.	<b>People at risk</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial	
	(agreed only in advance)	Measures can be taken to control temperature extremes and/or humidity levels such as through computerised EHAV system.							
Ventilation	Staff, pupils, visitors (agreed only in advance)	Natural ventilation is available in the workplace, e.g. windows or open doorways.  If natural ventilation is insufficient, ventilators, fans or air conditioners provided to ensure a consistent flow of fresh air.  Air exchange rate of the air handling system meet standard requirements for the occupants in the building.  Ventilation systems have been adequately maintained and serviced.	E	Minor	Possible	Low	August 2020	August 2020, LA	
HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME						
<b>Consider:</b> premises work, equipment, specific tasks etc.	<b>People at risk</b>	<b>Control By:</b> 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	
<b>Gas Installations</b> - 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.	P	Extreme	Possible	High	June 2020	August 2020, LA	



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
		Supplier's emergency contact number clearly displayed, un- obscured and legible.  Gas cylinders being used safely (if used).						
<b>Legionella/Water Systems/Hygiene</b> - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed <a href="#">here</a>								
Water outlets Legionella	Staff, pupils, visitors (agreed only in advance)	Tanks, taps and shower outlets inspected and maintained.  Suitable controls in place to reduce the risk of legionnaires disease.  Showers been run at maximum temperature for 5mins to eliminate standing water and eradicate legionella bacteria.  All other outlets to have been run for 5mins to eliminate standing water, prior to staff returning	P	Major	Possible	Medium	June 2020	Aug 2020, LA
Drinking water	Staff, pupils, visitors (agreed only in advance)	Drinking water facilities are available to fill personal water bottles. Signage advising users not to touch the tap with their mouth, or the mouth of their water bottle should be displayed. Users should wash hands before and after using the water fountain. Regular cleaning with food-safe antibacterial sprays will help minimise risks. Separate drinking water facilities are available for staff.	P	Moderate	Possible	Medium	June 2020	Aug 2020, LA

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
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	Aug 2020, LA
Lift Statutory Inspections	Staff, visitors, pupils	The thorough examination, inspection, testing and maintenance records for the lifts in date.	P	Major	Possible	Medium	August 2020	Aug 2020, LA
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	August 2020	Aug 2020, LA

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
Signed:	Lesley Adam	Assessment Date: 10.8.20	Further action required: Y		Action Review Date(s):					
Name:	Lesley Adam				Next Review Date:Daily					

## Action Plan

Point Ref	Details of Corrective Action Required	Timescale	Responsible Person	Closed Out
A1	Risk assessment for staff with self-declared health condition to be undertaken with all relevant staff	June 2020	Line managers/H&S	<b>Completed</b>
A3	Tracking system to be developed and maintained for vulnerable staff	June 2020	CJ//P&O/line managers	
A5c	Guidance on school building arrangements for each building to be created and circulated as appropriate	June 2020	HTs /Corporate Landlord	<b>School side information completed</b>
A5-A9	Staff training around handwashing, PPE, social distancing and one-way systems to be developed and completed by all staff	June 2020	HTs/PPE working group/Corporate Landlord	<b>Will be shared ahead of start of new term/during in service training.</b>
B6/B7	Contractor and visitor to schools protocol and policy to be updated and shared with all schools	June 2020	Corporate Landlord	
B8	Co-ordinated procurement of PPE including hand sanitiser and cleaning materials	June 2020	FL/H&S	
C	Soft furnishings/blinds/mats etc to be removed where safe to do so	August 2020	HTs /Corporate Landlord	<b>Completed</b>
C1	Each school building to be deep cleaned before staff and/or pupils return	June 2020	Facilities	
C2-4	Cleaning guidance issued to all schools	June 2020	Facilities	
C8	Provision of appropriate cleaning products and usage instruction to school staff	June 2020	Facilities	
D1-6	All required building related safety inspections undertaken and completed	August 2020	Corporate Landlord	
Additional Comments				

Signed:

Lesley Adam

Date:

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## Appendix B – Risk Assessment Scoring and Rating Table

### Appendix 2 - Risk scoring and rating table

#### Severity (S)

This is the degree of harm that may be caused

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

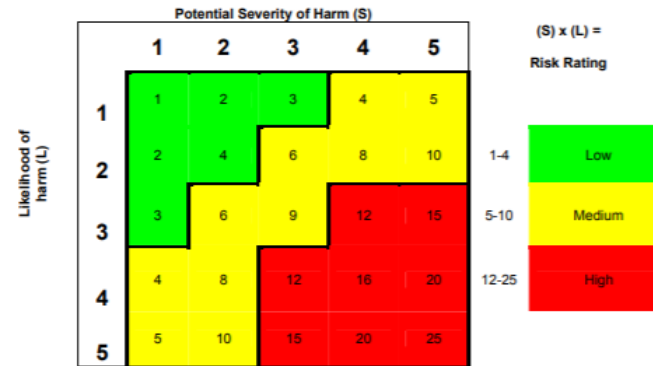
#### Likelihood (L)

This is the likelihood that an event will occur

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

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

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



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