

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

Service area: Operations
Site Address: Dyce Academy Riverview Drive Dyce Aberdeen AB21 7NF
Service manager: Chief Education Officer
Inspection Undertaken by: Quality Improvement Team / Head Teacher Lesley Adam
Approved by: (Initial version approved by Caroline Duguid, H&S Advisor)

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

A: Staffs – Consider what impact returning to work would have on your staffs and how to keep your staffs safe.				
No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Has a risk assessment (including Covid Age Assessments) been undertaken for those who have a self-declared health condition which could increase their risk profile.	Y	Green	Updated guidance is available on PeopleAnytime regarding Covid Age/Individual risk assessments https://peopleanytime.aberdeencity.gov.uk/coronavirus-advice-for-staffs/coronavirus-staying-safe-while-working/ . Staff have been advised to complete covid age assessments, update CoreHR with their Covid Age and to advise their line manager/SSSM if they feel an individual risk assessment is required.
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	Updates to risk assessment continue to be shared with all staff and TUs and in line with SG guidance

3.	Are you tracking people who have been identified as high risk.	Y	Green	<p>All staff absences are recorded within CoreHR in a timely manner in line with ACC pupil/staff absence reporting protocols.</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	Green	<p>Ongoing review with individual members of staff and in response to staff questions/those at very high risk following covid age assessment, however as schools are currently open to support education to vulnerable pupils and children of keyworkers on a full time basis staff are required to work within the school premises where possible.</p>
5.	Can all staff maintain the Scottish Government guidelines for social distancing based on your industry (The latest Social Distancing Guidelines available here). These could include but are not limited to the following.	Y	Amber	<p>2 m distancing should be maintained between staff, other adults, and between staff and pupils where possible. Classrooms are arranged so that staff can maintain 2 m distancing where possible (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>Appropriate PPE (IIR fluid repellent surgical) facemasks plus any other relevant to the activity) is provided for staff use in classrooms, and senior pupils (those in S4-6) should also wear PPE whilst in classrooms.</p> <p>Staffroom altered and numbers limited to take into account social distancing can be used, staff to take responsibility to remain appropriate social distance at break/lunch periods, and to clean touch points such as water boiler taps, microwaves etc in staff centre before and after use, as well as any such areas in individual faculty work bases.</p> <p>Staff meetings such as SMT, ESMT, EIT, Management Team etc to be conducted via Teams or Google Classroom Meets.</p> <p>Professional learning to be undertaken virtually unless in exceptional circumstances, such as where practical assessments are required to assess proficiency level (Manual Handling, PAT testing etc.)</p>

5a	Are you able to segregate staff's activities to promote 2 metres distance?	Y	Green	See 5. above.
5b	Are you able to limit the amount of contact staff have with each other to 15 minutes or less	Y	Green	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	Green	Pupils enter 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	Green	Staff received training in the following areas prior to school reopening/on August In Service day, and signage is in place in relevant places to act as reminders: Handwashing PPE Social Distancing One way systems
7.	Have staff been instructed on how to hand wash effectively, for the suggested duration and maintain good hygiene practices.	Y	Green	As above Signage is available at all hand wash stations
8.	Have staff been instructed on social distancing where practicable while at work.	Y	Green	See 5. above.
9.	Have staff been trained on what to do if they are experiencing COVID-19 symptoms.	Y	Green	Reissued within Risk assessment and PPE Guidance during staff training in August, and regular updates are issued through weekly Staff Bulletin.
10.	Have staff been instructed to minimise business related travel and use video chat as an alternative method of maintaining contact with colleagues, suppliers and customers.	Y	Green	Introduction of tier 4 restrictions and adherence to ACC Route Map for Education (V4) requires that every effort is made to use technology such as Google Classroom Meets/Microsoft Teams even when in school to meet with groups of staff. No whole school 'in person' staff meetings will be held. Staff are made aware of specifics regarding meetings/visiting specialists etc via ACC Route Map for Education (V4) which has been shared with all staff.

B: Travel, Access & Egress – Consider how your staffs 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	Car park is of sufficient size to facilitate staff parking Car park has a zone which can be secured for safe Pupil Drop Off if required, and this information has been shared with parents/carers Reverse parking procedure in operation.
2.	Are workers required to use either their own vehicle or company vehicle to travel to their task?	N	Green	Not applicable, but staff are aware of car park protocols and these will be shared to other partner agencies as/when they can return to school.
3.	Are workers avoiding public transport where applicable and using alternatives (e.g. cycling, walking to work etc).	Y	Green	Where possible, and staff that cannot avoid use of public transport are following appropriate guidance for public transport i.e. wearing face coverings etc.

				Additional bike racks have been installed for staff wishing to travel by bicycle.
4.	Have you considered staff that are required to vehicle share for their role and whether this could continue?	Y	Green	Escorts and pupils to follow advice for public transport i.e. wearing of appropriate face coverings, use of PPE 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	Green	Entry and exit points have been identified. Pupils have been informed as to entrances and exit points in terms of one way system.
6.	Has access to the building/site been restricted to visitors and contractors etc.	Y	Green	<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 is displayed at front door that entry by non-pupils & teaching staff is by prior arrangement only.</p>
7.	Is it practicable to confine visitors to strictly defined areas and avoid unnecessary movements around the building?	Y	Green	<p>An area has been identified in school for essential meetings.</p> <p>Meetings with parents will be conducted online and managed by PTPS & 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 is displayed at school visitor entrances to explain that visitors are generally not permitted, and a telephone number will be provided to contact a member of office staff should they wish to speak with someone or have an appointment to visit the school.</p> <p>If a visitor has an appointment to access the building for essential purposes, they will be asked to sanitise their hands, wear a face mask and to confirm that they are not displaying COVID-19 symptoms. Those displaying symptoms will not be permitted access. Where possible, visitors permitted</p>

				<p>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 via the front door. Deliveries of large items which might result in congestion for those using this entrance may be portered through to the main office if the driver has no COVID-19 symptoms, sanitises their hands and is wearing a face mask. Janitorial staff will 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.	N	Green	<p>All entry points have a wall mounted sanitiser in place, along with ones at the entry/exit points for the canteen. All classrooms have a PPE station including sanitiser gel.</p> <p>All toilets/handwash points have newly installed wall mounted soap dispensers, and these are checked daily to ensure that they are appropriately stocked.</p> <p>Staff are aware of how to access replacement stocks of hand sanitiser (along with agreed cleaning spray/blue roll/wipes) when required for their classroom/work area. School non-teaching staff ensure a stock of these items is always available when required.</p>
9.	Is advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and were people congregate.	N	Green	<p>Signs in place.</p> <p>SMT and PTGs are available to give verbal reminders to sanitise hands when pupils are entering the building at start of day/after break and lunch, and PSAs assist with supervising sanitisation on entry to the canteen at lunchtime.</p>
10.	Are the signs displayed reviewed and replaced as necessary?	N	Green	SSSM conducts a weekly check of signage. Janitors to replace signage where necessary – janitors have 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	Deep clean conducted prior to school return in 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 above, Facilities staff have a cleaning schedule regarding cleaning of frequent touch points, and a daily form is submitted to confirm that the rounds have been completed. All staff have access to agreed products to clean their workspaces (desk top, ICT telephone etc.) Teaching staff spray desks and chairs with agreed spray product at the end of each class and pupils use blue roll to wipe down the area thereafter. All staff have been made aware of the need to clean communal items such as water boilers taps/kettles, microwaves, toasters etc. with the agreed products
4	Have persons undertaking the cleaning been instructed with clear safe usage instructions.	Y	Green	All Facilities 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/CoSHH assessments have been shared with all staff for agreed products (hand gel and CovidGuard spray.)
5	Can where practical curtains and blinds be removed to minimise the areas where viruses can be difficult or time consuming to remove.	N	Green	Curtains have been removed where practicable, and where they cannot be removed they will be covered in plastic sheeting. Blinds will need to remain in place to ensure that pupils can see the smartboards etc.
6	Can blinds be kept opened and locked if they cannot be removed.	Y	Green	Individual member of staff to manage blinds in their work areas/classrooms dependant on activities ongoing in the space.
7	Can rugs and mats be removed where safe to do so to make cleaning and disinfection of floors easier.	N/A	Green	
8	Have staff been provided with appropriate cleaning products so that they can frequently clean their own work stations during the day.	N	Amber	Ongoing - products to be ordered by individual schools through PPE order form. Facilities Management to assist in storing agreed cleaning materials. Staff are aware of how to access additional supplied of agreed items.

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

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

No	Issues	Y/N/ NA	Rating R/A/G	Comments
	Has your responsible person carried out checks on your building in the following areas:			

1.	Fire Safety Systems / Emergency Lighting.	Y	Green	Corporate landlord confirmed that all necessary checks had been completed prior to school reopening in August.
2.	Ventilation / Humidity / Lighting & Heating.	Y	Green	Corporate landlord confirmed that all necessary checks had been completed prior to school reopening in August.
3.	Gas Installations.	Y	Green	Corporate landlord confirmed that all necessary checks had been completed prior to school reopening in August.
4.	Legionella Controls.	Y	Green	Corporate landlord confirmed that all necessary checks had been completed prior to school reopening in August.
5.	Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance.	Y	Green	Corporate landlord confirmed that all necessary checks had been completed prior to school reopening in August.
6	Lift Statutory Inspections.	Y	Green	Corporate landlord confirmed that all necessary checks had been completed prior to school reopening in August.

Signed: Lesley Adam Date: 5.1.21

COVID-19 Health & Safety Risk Assessment

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Safety of all –								
Psychological well being	Staff, pupils	<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 staffs 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 staffs' 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 staffs experiencing problems outside of work. Faculty Heads to be directed to Wellbeing section within the Health, Safety and Wellbeing section in ACCLearn, as well as within the Mental Health</p>	E	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.						
		and Wellbeing section within PeopleAnytime on The Zone. ACC stress risk assessment procedure to be used to target support where required. Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs Staffs are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc) through line managers. Staffs are made aware of the impact of COVID 19 on their job/change of working environment.						
Psychological wellbeing	Pupils	Contact with individual parents/carers at initial return to ensure relevant, appropriate information is passed on and shared with staff in a timely manner through SEEMIS Ensure first aiders on site at all times following appropriate ratios. Ensure named Child protection officer available within each setting. 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.	P	Major	Possible	Medium	June 2020	Aug 2020, LA
Virus transmission in the workplace	Staff, pupils, visitors (agreed only in advance)	Any staff/pupil showing symptoms of Covid-19 or sharing a house with someone with Covid-19 should remain at home as per the government's guidance. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection	P	Major	Possible	High	June 2020	Aug 2020, LA

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			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
		<p>Test and Protect information: https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect-information-leaflet-2/pages/coronavirus-covid-19-test-and-protect---step-by-step-guide/</p> <p>When notifying the school of a suspected case, the member of staff/pupil should be advised to book a test and not to return to school until such time as a negative test result is received.</p> <p>When staff/parents are notifying the school to advise of a confirmed case, the following steps should be taken:</p> <ul style="list-style-type: none"> • Clarify that this is a confirmed diagnosis of COVID19 (i.e. the staff or pupil went for a test and has received confirmation that they tested positive). Where this is the case, <ul style="list-style-type: none"> ○ Confirm contact details for the emergency contact (staff) or parent/guardian (pupils); ○ Explain that information about the positive test and contact details will be shared with Public Health and that they will be contacted; ○ Where possible, ask whether they had symptoms and when they started ○ Establish when the case last attended the school ○ Record information about the case in the register of absences on SEEMiS/CoreHR ○ Where messages have been left on school voicemail indicating staff/pupil absence due to confirmed case of COVID19, line manager/PTG should carry out the steps above. <p>Where NHS contact tracers contact close contacts, the following definitions are used:</p>						

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<p>Consider: premises work, equipment, specific tasks etc.</p>	<p>People at risk</p>	<p>Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.</p>						
		<p>The current definition of 'contacts' are as follows can be found at https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person#:~:text=A%20'contact'%20is,infectious%20to%20others).</p> <p>Specific individual staff risk assessments have been undertaken for those who have completed Covid age assessments and have concerns as a result, or who have health conditions which could increase their risk profile. Relevant staff who have not already had an individual staff risk assessment may request this via their line manager or, if they prefer, by speaking directly to the SSSM. Those who are in receipt of a shielding letter should consult their line manager/SSSM to have their individual risk assessment reviewed and to see whether it is possible for them to work from home. If their role cannot be undertaken from home the shielding letter that they will have received will act as a fit note for the duration of time that the area is under tier 4 restrictions.</p> <p>Parents/carers of pupils that are in receipt of a shielding letter should gain clinical advice on whether the young person should attend school whilst the area is under tier 4 restrictions.</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>Advice is regularly shared with staff members and staff have been fully briefed and kept up to date with current advice on staying protected through inclusions in the Weekly Bulletin, sharing of guidance from ACC/Education.</p>						

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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>Whole School Mitigations:</p> <ul style="list-style-type: none"> Supervised entry of all pupils by senior staff to ensure that hand sanitising takes place and that facemasks are worn in communal areas S4-6 pupils to wear face masks in classrooms, and staff to wear IIR fluid repellent surgical facemasks whilst teaching/supervising S4-6 pupils in classrooms Staggered lunch break for S1-3 and S4-6 One way system Classrooms set up in line with national guidance wherever possible Increased cleaning routines in place through appointment of a day cleaner Hygiene/sanitising routines in place which are fully embedded in school routines Regular updates and sharing of full risk assessment when reviewed in line with changes as and when required in line with changes in guidance/tier levels etc. Suspension of pupil attendance at Bucksburn/City Campus courses Strict adherence to ACC Routemap for Education V4 guidance regarding staff movement between schools – staff to work in one school only Following SSERC guidance in practical subject regarding guidance on cleaning of equipment All PE lessons to take place outdoors Review of fire and evacuation procedure 72 hour quarantine of library materials/other paper based resources/materials (pupil jotters, pupil reports etc.) Increased use of Google classrooms to offer marking of work and provision of feedback to pupils Communication of key information to staff/parents via HT weekly bulletin 						

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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.						
		<ul style="list-style-type: none"> Following appropriate guidelines and protocols on practical subjects, such as pupils coming dressed in PE kit on days that they have PE Suspension of any activities/clubs outwith the usual school timetable for duration of current tier 4 restrictions. 						
Someone entering the workplace with COVID-19	Staff, pupils, visitors (agreed only in advance)	<p>Staff and pupils will be informed to self-isolate if they're experiencing COVID-19 symptoms or are in receipt of advice to self-isolate in line with government recommendations.</p> <p>Staff: If a member of staff becomes unwell with Covid19 symptoms, they should immediately advise their line manager. The line manager should then inform the SSSM so that their work area can be appropriately cleaned and cover/contingency can be arranged. If they are well enough to travel home themselves in their own transport they should leave by the nearest exit. If they are not well enough to travel home in their own transport they should advise their line manager of this and arrangements will be made to get in touch with their emergency contact. The staff member should then report to the isolation room to wait until they can be collected.</p> <p>Pupils: If a pupil becomes unwell during a lesson with Covid19 symptoms their teacher should contact Reception, pass on the name of the pupil, and check which isolation room is free. The pupil should then go directly to the specified isolation room. Reception staff should contact the pupil's parent/carer to advise that they are presenting with symptoms consistent with Covid19, therefore they will need to come and collect their child. On arrival of the parent, the child should be informed that their parent/carer has arrived and to go directly out to meet them.</p> <p>After staff or pupil use of the isolation room, an email will be sent by SSSM/School Administrator to the DL-FM-Schools COVID-19 email address and the janitor on site to advise that the isolation</p>	E	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.						
		has been used and requires to be cleaned. The room will then be appropriately cleaned by the Day Cleaner. Visitors: 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. Anyone 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 or are in receipt of advice to self-isolate in line with government recommendations. Contractors/companies who regularly attend our premises to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19.						
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 staff/pupil should be encouraged to follow current government advice in respect of face coverings. Advise staff of car park protocol on reverse parking to assist in supporting social distancing of drivers getting into/out of vehicles. On arrival at the site, staffs/pupils 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. 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.	E	Moderate	Possible	Medium	June 2020	Aug 2020, LA
Entry and exit to building	Staff, pupils, visitors	Entry and exits to the building/site are planned and managed to support physical distancing within the building. Three entrance	E	Moderate	Possible	Medium	June 2020	Aug 2020, LA

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<p>Consider: premises work, equipment, specific tasks etc.</p>	<p>People at risk</p>	<p>Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.</p>						
	<p>(agreed only in advance)</p>	<p>points have been identified, and at the end of the day pupils may leave by the nearest fire exit.</p> <p>Staff should wash/sanitise hands on entry and at regular intervals during the day.</p> <p>Pupils should sanitise hands on entering the building in the morning, after break/lunch and on entry to the canteen, and on entry/exit from classrooms. This will be monitored by staff.</p> <p>External visitors will be actively discouraged, as was indicated above. Parents will be encouraged to make contact by email / phone and not in person.</p> <p>Any essential visitors confined to strictly defined areas and unnecessary movements around the building avoided.</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"> • Report to office window • Admin staff to complete relevant signing in board. <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>Orientation/ Training</p>	<p>Staff, pupils, visitors (agreed only in advance)</p>	<p>Training arrangements were developed and delivered, including refresher sessions to ensure staff have been trained before returning to work on any new procedures.</p>	E	Moderate	Possible	Medium	August 2020	Aug 2020, LA

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			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
		All pupils received a copy of the 'Returning to School Guide' in August, and new staff/pupils are given same when joining the school. All will take responsibility for challenging those not following guidance.						
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)). Handwashing procedure posters are displayed in areas where handwashing takes place. All staff/pupils will sanitise/wash hands at before entering setting and build handwashing into daily routine Where hand washing facilities are limited, hand sanitiser will be provided. Staffs or pupils who suffer dry skin/dermatitis will carry their own hand cream. Where tissues are used they will be binned immediately, then hands will be washed/sanitised. All will be encouraged and reminded to avoid touching eyes, nose and mouth with unwashed hands and to cough directly to crook of elbow. Staff/pupils will be encouraged to tie back long hair where appropriate and change clothes daily Handwashing will take place: <ul style="list-style-type: none"> • When entering the building • After using the toilet 	E	Moderate	Possible	Medium	August 2020	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
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
		<ul style="list-style-type: none"> • After blowing the nose • After sneezing or coughing • When changing classroom • Prior to entering school transport • Changing class rooms • Before and after eating or handling food • Before leaving the building/getting into their car • When arriving home 						
Maintaining 2m distancing	Staff, pupils, visitors (agreed only in advance)	<p>Social distancing while at work is maintained by continuing to limit social interactions by staggering lunchtimes for S1-3 and S4-6.</p> <p>Staff to receive regular reminders regarding Scottish Government guidance on social distancing whilst at work.</p> <p>Signage regarding suggested occupancy limits is displayed on the doors of staff areas.</p> <p>Staff requested to hold meetings through remote technology such as phone, internet and social media.</p> <p>Staff are operating predominantly in Faculty groupings to minimise contact between staffs.</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 signage are displayed for guidance.</p>	E	Major	Possible	High	August 2020	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
<p>Consider: premises work, equipment, specific tasks etc.</p>	<p>People at risk</p>	<p>Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.</p>						
		<p>Desks are arranged to maintain a minimum of 2 meters from each other where possible, with staff's facing in opposite directions where possible (e.g. in school office, workbases etc).</p> <p>Through orientation and ongoing reminders staff and pupils will maintain 2m distancing where possible.</p> <p>Classrooms should be set up with pupil desks facing the front where possible, so that young people do not face each other. Teacher workstations to be arranged to maintain a minimum of 2 meters from pupils and other staff where possible. 2m physical distancing is required between staff and pupils where possible. Staff to wear IIR fluid repellent surgical facemasks in classrooms, and senior pupils (S4-6) should also wear facemasks.</p> <p>Physical contact will be minimised and only take place where a risk assessment has been completed and appropriate PPE arrangements in place (Education PPE Guidance to be followed).</p> <p>Emergency evacuation procedures/ fire drill & muster point updated and shared with staffs / pupils 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 & 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>						

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
		<p>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 pupil should be removed from setting if they refuse to comply with ACC risk assessment.</p> <p>Accommodation of learners and staff within each area will be managed by the teacher in charge of the class and has been predetermined by timetabling arrangements' to accommodate a 100% return.</p>						
Dining arrangements	Staff, pupils, visitors (agreed only in advance)	<p>Lunch breaks will be staggered to reduce number of pupils queuing / congestion in the dining hall.</p> <p>Layout of canteen accommodation amended to minimise face to face contact</p> <p>Canteen users must wear masks at all times unless they are eating, must leave the canteen as soon as they have finished eating, and not go in and out of the canteen during their lunch break.</p> <p>Any uneaten food / waste wrappers etc should be taken home, to help reduce the risk of infection spread</p> <p>Children may eat any packed snack/lunch items brought from home in the canteen, and any wrappings should be taken home for disposal.</p> <p>All pupils are recommended to remain on site for lunch in order to limit their contact with others out with the school. For those that do go off site to purchase items for break/lunch, such items should be consumed (and any wrappings disposed of) off site. These arrangements will be reviewed as restrictions are reviewed.</p>	E	Minor	Possible	Medium	August 2020	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
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Use of Toilets	Staff, pupils, visitors (agreed only in advance)	Lunch times will be staggered. Signage is on display at entrances to pupil toilet facilities entry protocols. There will be a strong emphasis on hand washing after visiting the toilet, and hand washing may require to be supervised for younger children.	E	Minor	Possible	Medium	August 2020	Aug 2020, LA
Staff/Pupil becomes unwell whilst on site	Staff, pupils, visitors (agreed only in advance)	In line with procedures and guidance, only allow staffs and pupils in good health to be in the setting. If someone develops any of the symptoms: <ul style="list-style-type: none"> • a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) • a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) • loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal <p>Follow current NHS guidance https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>All school staff will be asked to familiarise themselves with the local Test, Trace, Isolate and Support Strategy.</p> <p>Follow procedures to remove from setting where someone becomes unwell</p> <p>Staff: If a member of staff becomes unwell with Covid19 symptoms, they should immediately advise their line manager. The line manager should then inform the SSSM so that their work area can be appropriately cleaned and cover/contingency can be arranged. If</p>	E	Major	Possible	High	June 2020	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
<p>Consider: premises work, equipment, specific tasks etc.</p>	<p>People at risk</p>	<p>Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.</p>						
		<p>they are well enough to travel home themselves in their own transport they should leave by the nearest exit. If they are not well enough to travel home in their own transport they should advise their line manager of this and arrangements will be made to get in touch with their emergency contact. The staff member should then report to the isolation room to wait until they can be collected.</p> <p>Pupils: If a pupil becomes unwell during a lesson with Covid19 symptoms their teacher should contact Reception, pass on the name of the pupil, and check which isolation room is free. The pupil should then go directly to the specified isolation room. Reception staff should contact the pupil's parent/carer to advise that they are presenting with symptoms consistent with Covid19, therefore they will need to come and collect their child. On arrival of the parent, the child should be informed that their parent/carer has arrived and to go directly out to meet them</p> <p>Visitors: 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. Anyone 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 or are in receipt of advice to self-isolate in line with government recommendations. Contractors/companies who regularly attend our premises to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19.</p> <p>After use of the isolation room, an email will be sent by SSSM/School Administrator to the DL-FM-Schools COVID-19 email address and the janitor on site to advise that the isolation has been used and requires to be cleaned. The room will then be appropriately cleaned by the Day Cleaner.</p>						

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
First Aid	Staff and Pupils	https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19 <ul style="list-style-type: none"> Appropriate PPE to be worn when administering first aid (Please refer to PPE Guidance (2) Update) Staff to follow risk assessment for delivery of first aid and to raise any queries with PT-Inclusion/SMT if/as they occur. 	E	Major	Possible	High	June 2020	Aug 2020, LA
Delivery of Practical Subjects	Staff and Pupils	<p>All national guidance is being followed as detailed below:</p> <p>Home Economics: https://education.gov.scot/media/nzcd3m5f/pe-guidelines-21-09-20.pdf</p> <p>Physical Education: https://education.gov.scot/media/5r4endpw/he_guidelines-14-09-20.pdf</p> <p>Science: https://www.sserc.org.uk/wpcontent/uploads/2020/08/Science-Tech-Return-To-School-v3c-final.pdf</p> https://www.sserc.org.uk/health-safety/covid-19-and-practical-work/	E	Minor	Possible	Medium	June 2020	Aug 2020, LA
Cleaning and hygiene measures								
Environmental Cleaning	Staff, pupils, visitors (agreed only in advance)	<p>A deep clean of the property / site before returning was performed.</p> <p>Where there has been a COVID-19 case, the cleaning regime will be in accordance with strict rules outlined in COVID-19-decontamination-in-non-healthcare-settings.</p>	E	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
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Cleaning Frequency	Staff, pupils, visitors (agreed only in advance)	Cleaning to be undertaken daily by day and out of hours cleaning staff, 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).	E	Moderate	Possible	Medium	In place from 11th August and ongoing	Aug 2020, LA
Commonly touched surfaces	Staff, pupils, visitors (agreed only in advance)	Daily cleaning schedule tasks to be covered: <ul style="list-style-type: none"> Frequently touched surfaces throughout the school Toilets throughout the school Maintain cleanliness of public/general areas Regular emptying of bins throughout school Classrooms as/when required Isolation room as/when required Frequently touched areas are defined as: General Areas – stairs/corridors <ul style="list-style-type: none"> Light switches Push buttons Door handles Pull cords Lift buttons Bannister rails Toilets – clean as per normal routine prior to disinfection <ul style="list-style-type: none"> Taps Sink surrounds Soap/paper towel dispensers Cubicle door – front and back handle/push plate/lock Toilet flush handle Entrance/exit door handle 	E	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
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
		Classrooms <ul style="list-style-type: none"> • Desk top and sides • Chair arms and backs • Light switches • Door handles • Push plates • Pull cords • Surface tops All areas to be cleaned as per Facilities management guidelines with approved products using the appropriate PPE.						
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	E	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.	E	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)	PSAs to follow PPE Guidance (2) Update and should wear appropriate PPE including IIR fluid repellent face masks 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:	E	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
<p>Consider: premises work, equipment, specific tasks etc.</p>	<p>People at risk</p>	<p>Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.</p>						
		<ul style="list-style-type: none"> supporting the medical and additional support requirements of children with complex needs where there are invasive interventions required where children have difficulty maintaining social distancing for 10 minutes or more <p>Facilities staff dealing with spillages of bodily fluids should be cleaned as per Facilities management guidelines with approved products using the appropriate PPE.</p> <p>Identified PPE Coordinator will ensure that a regular stock take is carried out and an order completed on a 4 weekly basis for PPE required by school staff. Completed orders should be in by 12pm Wednesday of week 3.</p> <p>PPE Order</p> <p>Central Order of</p> <ul style="list-style-type: none"> Gloves Aprons Face Masks Hand Sanitiser Wipes <p>Local order of</p> <ul style="list-style-type: none"> Tissues 						

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

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
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 lightning conductors / protection. The fire risk assessment suitable & sufficient / current.	E	Extreme	Possible	Medium	August 2020	Aug 2020, LA
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	Workplace temperatures are not too hot or too cold (at least 17 degrees Celsius).	E	Minor	Possible	Low	Augu st 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)	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)	Additional guidance was provided by Education on protocols to manage balance of appropriate ventilation with comfortable working temperature, and this has been shared by the HT with all school staff. Natural ventilation is available in the workplace, e.g. windows or open doorways. Janitorial staff have access to the school heating system, and liaise with Energy Management over issues that may occur. Heating and ventilation systems were serviced prior to schools reopening.	E	Minor	Possible	Low	Aug 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
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.	E	Extreme	Possible	High	June 2020	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
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
		Supplier's emergency contact number clearly displayed, un-obscured and legible. Gas cylinders being used safely (if used).						
Legionella/Water Systems/Hygiene - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Water outlets Legionella	Staff, pupils, visitors (agreed only in advance)	Tanks, taps and shower outlets inspected and maintained. Suitable controls in place to reduce the risk of legionnaires disease. Showers been run at maximum temperature for 5mins to eliminate standing water and eradicate legionella bacteria. All other outlets to have been run for 5mins to eliminate standing water, prior to staff returning	E	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.	E	Moderate	Possible	Medium	June 2020	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
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Statutory Inspections	Staff, visitors, pupils	Responsible person has carried out checks on your building in the following areas: Thorough examination, inspection, test and maintenance certificate and logs available and up-to-date for the premises, plant and equipment e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems.	E	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.	E	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 are checked to ensure safe operation. Defective equipment is 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	Augu st 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: Name:	Lesley Adam Lesley Adam	Assessment Date: 5.1.21	Further action required: Y (Dynamic review as/when required)	Action Review Date(s): Next Review Date: Daily, with updates issued as/when required					

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	Completed
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	School side information completed
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	Will be shared ahead of start of new term/during in service training.
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	Completed
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 (School actions) Date: 15.12.20

Appendix B – Risk Assessment Scoring and Rating Table



Appendix 2 - Risk scoring and rating table

Severity (S)

This is the degree of harm that may be caused

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

Likelihood (L)

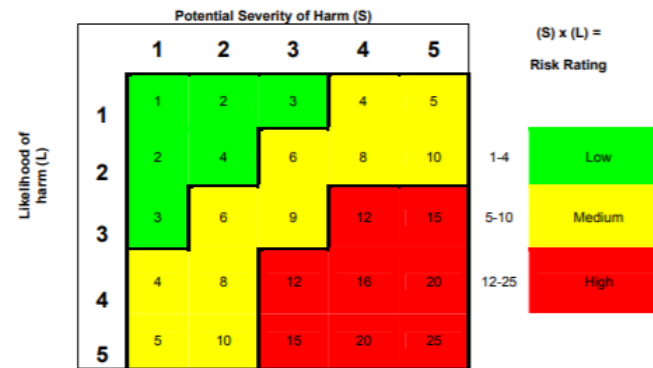
This is the likelihood that an event will occur

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

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



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



1 - 4	Low	Review on change of process or if circumstances change. Any small and/or easy methods to improve should be made to ensure continuous improvement of risk management.
5 - 10	Moderate	Examine areas of exposure in the activity; decide timescales for completion of all agreed actions and record on action plan. Provide additional monitoring of agreed controls until they are fully implemented. Closely monitor effectiveness of new controls put in place
12 - 25	Unacceptable	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