

## Introduction

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

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

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

The toolkit is set out as follows

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

## Where do you start?

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

### Step 1 – Complete ACC COVID-19 Inspection Checklist

The inspection checklist will ask you to consider:

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

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

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

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

### Step 3 – Action Plan

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

### Step 4 – Communication

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

### Step 5 – Review

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

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

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

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

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

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



## COVID-19 Health & Safety Inspection Checklist – Cults Primary School

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.

|   |
|---|
| <b>Service area: Operations – Education</b>   |
| <b>Site Address: Cults School, Earlsells Road, Cults, Aberdeen AB15 9RG</b>                     |
| <b>Service manager: Chief Education Officer</b>   |
| <b>Inspection Undertaken by: Head Teacher and all staff</b>                                     |
| <b>Approved by: Morven McKay Head Teacher / Caroline Johnstone QIM / Laura Mackenzie TU Rep</b> |

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| <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             | Amber               | A template for an individual worker's risk assessment is provided at the end of this document and has been completed by the relevant staff   |
| 2.   | Have you engaged with Trade Unions and staff during the reinstatement of the work process and in the drafting of this risk assessment to consider work processes and required controls? | Y             | Green               | Risk assessment to be shared with TUs and in line with SG guidance. All staff fully consulted and worked collaboratively in creating this RA document.   |
| 3.   | Are you tracking people who have been identified as high risk/are shielding.  | Y             | Green               | Employees or SLT will record absence within CoreHR. SLT maintain regular contact with colleagues not able to access the building. The risk assessment will be circulated to all staff and a copy shared with the school QIM and school TU reps. A copy will be uploaded to our shared drive for reference. |



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| 4. | Where practicable will staff still be allowed to work from home/remotely.  | Y | Amber | Ongoing review with individual members of staff and in response to staff questionnaire. Staff who are not working directly with children can continue to work from home/remotely as discussed with SLT.<br>Ongoing dialogue to update HT of change of circumstances.  |
| 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 | 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.<br><br>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.<br><br>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.<br><br>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.).<br><br>Staffroom altered and numbers limited to take account of social distancing. Staff will need to bring their own food and drinks. Clear signs are displayed on chairs not to be used.                             |
| 5a | Are you able to segregate staff's activities to promote 2 metres distance?   | Y | Amber | 2 m distancing should be maintained between staff, other adults, and between staff and pupils. Admin staff / office and resource areas (e.g. photocopiers), and classrooms are arranged so that staff can maintain 2 m distancing (e.g. staff workstation 2m from nearest pupil desks). Teacher / staff workstations will be wiped down between each use by different individuals. hand washing facilities / hand sanitiser available.<br><br>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.<br><br>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.<br><br>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.).<br><br>Staffroom will be in use, altered and numbers limited to take account of social distancing. Staff will need to bring their own food and drinks |



Cults School

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| 5b | Are you able to limit the amount of contact staff have with each other to 15 minutes or less   | Y | Amber | <p>2 m distancing should be maintained between staff, other adults, and between staff and pupils. Admin staff / office and resource areas (e.g. photocopiers), and classrooms are arranged so that staff can maintain 2 m distancing (e.g. staff workstation 2m from nearest pupil desks). Teacher / staff workstations will be wiped down between each use by different individuals hand washing facilities / hand sanitiser available.</p> <p>Pupils assigned to learn within specific groups (where possible) for the duration of the school day to avoid large gatherings / groups and spaces / areas becoming crowded.</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 for (e.g. for additional support needs, first aid, etc.).</p> <p>Staffroom to be altered and numbers limited to take account of social distancing. Staff will need to bring their own food and drinks. Clear signs displayed on chairs not in use.</p> |
| 5c | Are you able to implement a one way flow system and provide visual aids (e.g. distancing markers, signage, flow system markers) for maintaining two metres distance. | Y | Amber | <p>One-way system in every unit and signage at entrances. Clear direction and guidance shared with all families prior to orientation days for remaining back from class lines. This will be reviewed if not adhered to. Reference classrooms with 2m distancing set up for duplication around school. Reference rooms are not required currently and all classrooms set up to ensure 2m social distancing between adults and pupils. Support staff created games packs to promote social distancing in playground.</p>   |
| 6. | Have staff been trained / notified before returning to work on any new procedures.   | Y | Amber | <p>Handwashing posters displayed at all sanitiser stations and sinks (NHS poster)<br/> PPE support staff completed training and record kept. PPE coordinator identified – Susan Clark<br/> Social Distancing<br/> One way systems<br/> Training to be completed by all staff before opening – all staff will be briefed on 10<sup>th</sup> August and all staff have together created this risk assessment document.</p>   |
| 7. | Have staff been instructed on how to hand wash effectively, for the suggested duration and maintain good hygiene practices.  | Y | Amber | <p>NHS posters displayed at all hand sanitiser stations and sinks.</p>   |



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| 8.  | Have staff been instructed on social distancing where practicable while at work.  | Y | Amber | <p>2m distancing should be maintained between staff, other adults, and between staff and pupils. Admin staff / office and resource areas (e.g. photocopiers), and classrooms are arranged so that staff can maintain 2 m distancing (e.g. staff workstation 2m from nearest pupil desks). Teacher / staff workstations will be wiped down between each use by different individuals. hand washing facilities / hand sanitiser available.</p> <p>Pupils assigned to learn within specific groups (where possible) for the duration of the school day to avoid large gatherings / groups and spaces / areas becoming crowded.</p> <p>However, this may be compromised by needs of individual pupils. A different arrangement is in place for a Targeted Support group of pupils with specific needs. For example, an area designated in classrooms / teaching areas if 1-2-1 support needed.</p> <p>PPE provided for any members of staff who require to come into close contact (within 2 m of a pupil (e.g. provision of essential support, first aid, etc.).</p> <p>Staffroom will be in use; altered and numbers limited to take account of social distancing. Staff will need to bring their own food and drinks. Car park protocol has been discussed at length for exiting vehicles simultaneously.</p> |
| 9.  | Have staff been trained on what to do if they are experiencing COVID-19 symptoms.   | Y | Amber | <p>Reissued within Risk assessment and PPE Guidance during staff training and reinforced during Reopening staff meetings.</p> <p>All staff aware of Red Unit office as isolation room; Blue Unit office as back-up if needed.</p> <p>All staff completed brief on Test and Protect on 11.8.20</p>  |
| 10. | Have staff been instructed to minimise business related travel and use video chat as an alternative method of maintaining contact with colleagues, suppliers and customers. | Y | Amber | <p>Teams will continue to be used to conduct parent appointments.</p> <p>No business travel will be required.</p>  |

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

| No | Issues   | Y/N/NA | Rating<br>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           | <p>Schools to adopt car park protocol (e.g. all reverse parking to limit exiting cars at same time). For example, specifying who can use parking areas, information to users, signage, etc. as necessary to remind users of car park to maintain social distancing.</p> <p>Reminder to Home School Liaison Officer (HSLO) if return to normal duties are implemented.</p> |



Cults School

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| 2. | Are workers required to use either their own vehicle or company vehicle to travel to their task?                     | N | Green | No company vehicles in use.   |
| 3. | Are workers avoiding public transport where applicable and using alternatives (e.g. cycling, walking to work etc).   | Y | Amber | Where possible. Currently no staff require public transport to travel to and from work.   |
| 4. | Have you considered staff that are required to vehicle share for their role and whether this could continue?         | Y | Red   | School transport for pupils is only required for a very small number of pupils. Families have chosen to escort their own children initially. If staff require to car share for attending work, Scottish Government Guidance should be followed in relation to the use of face coverings however no applicable at present for any staff. At present no staff car share.  |
| 5. | Has the entry and exits to the building/site been limited to the minimum number of points required.                  | Y | Amber | Additional entry/exit points for pupils identified and shared within School Return Plan. National guidance to be followed on this and detailed arrangements set out in School Contingency Plan.<br>See plan via this link<br><a href="https://drive.google.com/file/d/1fsNC8Z6EDENC50m_bjC4v5M0wyLg82Bt/view?usp=sharing">https://drive.google.com/file/d/1fsNC8Z6EDENC50m_bjC4v5M0wyLg82Bt/view?usp=sharing</a>  |
| 6. | Has access to the building/site been restricted to visitors and contractors etc.                                     | Y | Amber | Essential personnel by prior arrangement only – all protocols to be observed and school reception area general not accessible to any visitors. Emergency contractors, as above and when learners are not in attendance where possible. For ongoing planned construction works Corporate Landlord and Capital will work with contractors to ensure appropriate mitigation is in place such as sites physically separated from rest of building and contractors use separate entrances etc. Other essential visitors only where the impact of non attendance would cause further harm (e.g. essential maintenance contractors, Educational Psychologist) Office staff will request all personal details including phone number for TTI.   |
| 7. | Is it practicable to confine visitors to strictly defined areas and avoid unnecessary movements around the building? | Y | Green | Parents will be asked not to enter the building. If they need to speak to a member of school staff, they should telephone or email in the normal way. All visitors to arrange appointments and sign in/out and leave contact details (reception staff/school administrator to take visitor details for Test and Protect purposes and to reduce risk of virus transmission). Where it is essential that a visitor attend the school, such as a parent / carer collecting an unwell child, the parent will not be admitted to the school foyer and can collect their child from the school front door. Signage will be displayed at school visitor entrances to explain that visitors are generally not permitted, and a telephone number will be provided for visitors to contact a member of office staff within the building should they wish to speak with someone or have an appointment to visit the school. If a visitor has an appointment to access the building, they will be asked first to confirm that they are not displaying COVID-19 symptoms. Those displaying symptoms will not be permitted access. Where possible, visitors permitted access will remain within the reception area of the school and speak with the relevant member(s) of staff via the School Office window. |



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| 8.  | Have appropriate hand wash stations (toilets) and/or hand sanitiser pump action containers been made available in every work area and on main travel routes through the building/site including access and egress areas. | N | Red   | Procurement of Hand Sanitiser and Cleaning materials to support Areas identified for hand sanitiser pumps to be installed for August and every entrance / exit and class area will have access to hand sanitiser. |
| 9.  | Is advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and were people congregate.   | N | Amber | National guidance to be followed at all times and detailed arrangements are set out in our Contingency Plan.<br>NHS posters are displayed at all sinks and hand sanitiser stations.                               |
| 10. | Are the signs displayed reviewed and replaced as necessary?  | N | Amber | Weekly check to be added to risk assessment for signage. Janitors to replace signage where necessary – janitors will require access to school printing facilities for this.                                       |

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

| No | Issues  | Y/N/NA | Rating<br>R/A/G | Comments  |
|----|---|--------|-----------------|---|
| 1. | Have you completed a clean of the property / site before returning  | Y      | Green           | Our school building has laid empty since 23 March. Initial cleaning has taken place and all maintenance was completed 22.6.20<br>Deep clean is due to take place in the first few weeks of the holidays<br>Staff are accessing the building and maintaining social distancing. Record of staff gaining accessed is maintained and up to date<br><a href="https://docs.google.com/document/d/1BUJ9Hg9svS-qk8CdDIVcqUAvivMXLyBb9JUsh7jzets/edit?usp=sharing">https://docs.google.com/document/d/1BUJ9Hg9svS-qk8CdDIVcqUAvivMXLyBb9JUsh7jzets/edit?usp=sharing</a> |
| 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.<br>Sensory room to have chart displayed on door to alert cleaning staff of use.   |
| 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           | Resources such as IT equipment, toys and other resources will be wiped prior and following use and if being used by different learners.<br>Items which cannot be effectively disinfected between uses will be temporarily taken out of use and stored safely.<br><br>In our ELC setting, staff follow a morning and afternoon cleaning regime where shared areas are cleaned between group rotations. Staff remain constant with each group and resources such as sand/Lego are appointed for each group and changed over to minimise resources shared.         |



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| 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 | Vertical blinds within classrooms/offices cannot be removed but will be managed by individual members of staff only. Large partition curtain in gym hall may be in use; janitor only to operate. No other curtains or blinds in the building.   |
| 6 | Can blinds be kept opened and locked if they cannot be removed.   | N | Amber | Vertical classroom/office blinds kept closed for various reasons (eg security, sunlight) but are rarely operated by staff (and never by pupils)   |
| 7 | Can rugs and mats be removed where safe to do so to make cleaning and disinfection of floors easier.                                  | Y | Amber | Rugs and mats currently being removed from around the school allowing for cleaning of floors. All will be stored safely in AV Rooms.  |
| 8 | Have staff been provided with appropriate cleaning products so that they can frequently clean their own work stations during the day. | N | Amber | Products to be ordered by individual schools through PPE order form. Facilities Management to assist in storing and replenishing appropriate cleaning materials. All staff aware that products, such as wipes, will be available for use at all times.  |

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

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

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





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| 3. | Gas Installations.  | Y | Red | Corporate landlord will confirm to individual head teachers when all checks up to date. Prior to this staff access to building restricted to daytime hours only, max 4 people (primary schools) / 8 people (secondary schools) for no more than 2 hours each day, and only for specific recovery planning purposes.                            |
| 4. | Legionella Controls.  | Y | Red | Corporate landlord will confirm to individual head teachers when all checks up to date. Prior to this staff access to building restricted to daytime hours only, max 4 people (primary schools) / 8 people (secondary schools) for no more than 2 hours each day, and only for specific recovery planning purposes.                            |
| 5. | Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance. | Y | Red | Corporate landlord will confirm to individual head teachers when all checks up to date. Prior to this staff access to building restricted to daytime hours only, max 4 people (primary schools) / 8 people (secondary schools) for no more than 2 hours each day, and only for specific recovery planning purposes.                            |
| 6  | Lift Statutory Inspections.   | Y | Red | Corporate landlord will confirm to individual head teachers when all checks up to date. Prior to this, lifts are not to be used. Staff access to building restricted to daytime hours only, max 4 people (primary schools) / 8 people (secondary schools) for no more than 2 hours each day, and only for specific recovery planning purposes. |

Signed: *Mona M Gray*

Date: 10.08.2020  
Previous update 24.8.20 & 1.9.20  
Recent Update 22.9.20

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## COVID-19 Health & Safety Risk Assessment

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| HAZARD   | AT RISK                   | CONTROL MEASURES   | PROBABILITY WORST CASE OUTCOME      |                     |            |                                       |                       |   |
|--|---------------------------|--|-------------------------------------|---------------------|------------|---------------------------------------|-----------------------|---|
|  |                           |  | EXISTING/<br>PROPOSED<br>'E' or 'P' | Possible<br>Outcome | Likelihood | Risk rating:<br>High<br>Medium<br>Low | Proposed<br>Timescale | Action<br>Completed<br>Date/Initial       |
| <b>Consider:</b><br>premises work,<br>equipment,<br>specific tasks<br>etc. | <b>People<br/>at risk</b> | <b>Control By:</b> guards, training, supervision, safety equipment,<br>safe working procedures, hygiene monitoring etc.  |                                     |                     |            |                                       |                       |   |
| <b>Safety of all –</b>   |                           |  |                                     |                     |            |                                       |                       |   |
| Psychological<br>well being  | Staff,<br>pupils          | <p>Regular communication is in place (individual, group and whole staff) to ensure staff are not ill-informed about returning to work safely.</p> <p>-bi-weekly Teams meeting for all staff; daily email communication from HT; minutes and documentation easily accessed by all staff in relevant Google folder.</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 SLT and HR.</p> <p>SLT 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>Guidance for managers and employees on the Zone.<br/><a href="https://peopleanytime.aberdeency.gov.uk/coronavirus-advice-for-employees/">https://peopleanytime.aberdeency.gov.uk/coronavirus-advice-for-employees/</a></p> <p>Concerns on workload issues or support needs are escalated to SLT / line manager.</p> <p>Managers are trained to recognise signs and symptoms that a person is working beyond their capacity to cope and</p> | E                                   | Major               | Possible   | Medium                                | June 2020             | Ongoing<br>and<br>daily<br>from<br>August |
|  |                           |  | E                                   |                     |            |                                       |                       |   |
|  |                           |  | E                                   |                     |            |                                       |                       |   |
|  |                           |  | P                                   |                     |            |                                       |                       |   |
|  |                           |  | P                                   |                     |            |                                       |                       |   |
|  |                           |  | P                                   |                     |            |                                       |                       |   |



| HAZARD   | AT RISK                   | CONTROL MEASURES   | PROBABILITY WORST CASE OUTCOME      |                     |            |                                       |                       |                                     |
|--|---------------------------|--|-------------------------------------|---------------------|------------|---------------------------------------|-----------------------|-------------------------------------|
|  |                           |  | EXISTING/<br>PROPOSED<br>'E' or 'P' | Possible<br>Outcome | Likelihood | Risk rating:<br>High<br>Medium<br>Low | Proposed<br>Timescale | Action<br>Completed<br>Date/Initial |
| <b>Consider:</b><br>premises work,<br>equipment,<br>specific tasks<br>etc. | <b>People<br/>at risk</b> | <b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.   |                                     |                     |            |                                       |                       |                                     |
|  |                           | deal sensitively with employees experiencing problems outside of work.<br><br>Staff who are in vulnerable groups themselves or caring for others are encouraged to contact SLT to discuss their support needs<br><br>Undertake a review of your stress risk assessment to reflect new working arrangements. Where you have made significant adjustments to employee's working practices, a review must be undertaken.<br><br>Employees are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc). Wellbeing champion volunteer – Leigh Cox.<br><br>Employees are made aware of the impact of COVID 19 on their job/change of working environment. | E<br><br>P<br><br>P<br><br>P        |                     |            |                                       |                       |                                     |
| 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<br><br>Ensure first aiders on site at all times following appropriate ratios.<br><br>Ensure named Child protection officer, Morven McKay, is identified and available within school setting.<br><br>All ACC policies adhered to at all times. All can be accessed in CPS shared drive  | P<br><br>E<br><br>E<br><br>P        | Major               | Possible   | Medium                                | June 2020             | Ongoing and daily from August       |



| HAZARD  | AT RISK  | CONTROL MEASURES  | PROBABILITY WORST CASE OUTCOME      |                     |            |                                       |                       |                                     |
|---|--|---|-------------------------------------|---------------------|------------|---------------------------------------|-----------------------|-------------------------------------|
|   |  |   | EXISTING/<br>PROPOSED<br>'E' or 'P' | Possible<br>Outcome | Likelihood | Risk rating:<br>High<br>Medium<br>Low | Proposed<br>Timescale | Action<br>Completed<br>Date/Initial |
| Consider:<br>premises work,<br>equipment,<br>specific tasks<br>etc. | People<br>at risk                                | Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.   |                                     |                     |            |                                       |                       |                                     |
|   |  | <a href="https://drive.google.com/drive/folders/1U-EbJOm1Dt7j_eGkudKQkjZF0pnXRth9">https://drive.google.com/drive/folders/1U-EbJOm1Dt7j_eGkudKQkjZF0pnXRth9</a><br><br>Staff working with children to continue to be calm, nurturing and caring, seeking confirmation from SLT and colleagues if unsure of anything.  | E                                   |                     |            |                                       |                       |                                     |
| Virus transmission in the workplace                                 | Staff, pupils, visitors (agreed only in advance) | Any employee/service user showing symptoms of Covid-19 or sharing a house with someone with Covid-19 should remain at home as per the government's guidance<br><br>Test and Protect see link below<br><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><br><br>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. HT MMc to retain copies.<br>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.<br><br>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 will be circulated to all staff and | E<br><br>P<br><br>P<br><br>P        | Extreme             | Possible   | High                                  | June 2020             | Ongoing and daily from August       |



| HAZARD  | AT RISK                          | CONTROL MEASURES   | PROBABILITY WORST CASE OUTCOME      |                     |            |                                       |                       |                                     |
|---|----------------------------------|--|-------------------------------------|---------------------|------------|---------------------------------------|-----------------------|-------------------------------------|
|   |                                  |  | EXISTING/<br>PROPOSED<br>'E' or 'P' | Possible<br>Outcome | Likelihood | Risk rating:<br>High<br>Medium<br>Low | Proposed<br>Timescale | Action<br>Completed<br>Date/Initial |
| Consider:<br>premises work,<br>equipment,<br>specific tasks<br>etc. | People<br>at risk                | Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.  |                                     |                     |            |                                       |                       |                                     |
|   |                                  | <p>a copy shared with Caroline Johnstone QIM and Laura Mackenzie TU rep.</p> <p>Shielding has been paused therefore all staff and pupils can attend the school building. SLT will contact families of ASN / shielding prior to orientation day. Learning at home will be delivered and agreed with individual families if required and shared with QIM.</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 timely.</p> <p>In our ELC setting, in line with current guidance due to the localised Aberdeen lockdown, new nursery staff members have been appointed so that where possible staff are working within one bubble. 2 keyworker groups have joined, creating bubbles no larger than 20. In the case where a staff member is required to work in both the morning and afternoon sessions, clear guidance has been given to the staff member on how to reduce contact when working in the second bubble. Additional staff will support with more intimate care required in the nursery so that the staff member working across 2 groups can maintain a social distance where possible.</p> | E                                   |                     |            |                                       |                       |                                     |
|   |                                  |  | E                                   |                     |            |                                       |                       |                                     |
| 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 policy/arrangements / or RAMS (risk assessment   | P                                   | Extreme             | Possible   | High                                  | June 2020             | Ongoing and daily                   |



| HAZARD  | AT RISK                          | CONTROL MEASURES  | PROBABILITY WORST CASE OUTCOME      |                     |            |                                       |                       |                                     |
|---|----------------------------------|---|-------------------------------------|---------------------|------------|---------------------------------------|-----------------------|-------------------------------------|
|   |                                  |   | EXISTING/<br>PROPOSED<br>'E' or 'P' | Possible<br>Outcome | Likelihood | Risk rating:<br>High<br>Medium<br>Low | Proposed<br>Timescale | Action<br>Completed<br>Date/Initial |
| Consider:<br>premises work,<br>equipment,<br>specific tasks<br>etc. | People<br>at risk                | Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.   |                                     |                     |            |                                       |                       |                                     |
|   | only in<br>advance)              | <p>and method statement) regarding COVID-19. Where possible all appointments to be pre-arranged 3-4 days in advance of visit.</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 our school building and will be encouraged to make contact by email / phone and not in person. Teams meetings can be arranged.</p> <p>Anybody visiting the site will do so only with prior agreement from the Head Teacher, Morven McKay 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. 4 days notice is required for any site visits.</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. Posters displayed at all playground entrances and front door to reiterate symptoms.</p> | P<br><br>P<br><br>P<br><br>P        |                     |            |                                       |                       | from<br>August                      |
| Travel to school buildings  | Staff, pupils, visitors (agreed) | Wherever possible private transport should be used to maintain isolation from the public when commuting to the school building.   | P                                   | Moderate            | Possible   | Medium                                | June 2020             | Ongoing and daily                   |



| HAZARD  | AT RISK                                   | CONTROL MEASURES   | PROBABILITY WORST CASE OUTCOME        |                     |            |                                       |                       |                                     |
|---|---|--|---------------------------------------|---------------------|------------|---------------------------------------|-----------------------|-------------------------------------|
|   |   |  | EXISTING/<br>PROPOSED<br>'E' or 'P'   | Possible<br>Outcome | Likelihood | Risk rating:<br>High<br>Medium<br>Low | Proposed<br>Timescale | Action<br>Completed<br>Date/Initial |
| Consider:<br>premises work,<br>equipment,<br>specific tasks<br>etc. | People<br>at risk                         | Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.  |                                       |                     |            |                                       |                       |                                     |
|   | only in<br>advance)                       | <p>If public transport or car sharing cannot be avoided, staff or pupils should be encouraged to follow current government advice in respect of “face coverings”.</p> <p>Parking restrictions (no parent vehicles) to maintain social distancing measures in place include agreed reverse parking to limit possible exiting of cars from same side. Parents/carers are encouraged to adopt a ‘Park and Stride’ approach, dropping off pupils at an appropriate distance from the school.</p> <p>On arrival at the site, pupils and staff will thoroughly wash their hands at entrances for at least for 20 seconds or use hand sanitiser gel immediately on entry to the workplace.</p> <p>Children are encouraged to avoid travelling to school on public transport, with walking and cycling being promoted where safe to do so.</p> <p>School transport will be available, but hand sanitising must take place before every journey.</p> <p>For pupils using bicycles, bike racks will be available, but any adults (e.g. non-teaching staff) supervising / supporting pupils will need to maintain 2 m distancing between each other and the pupils.</p> | P<br><br>P<br><br>E<br><br>P<br><br>P |                     |            |                                       |                       | from<br>August                      |
| Entry and exit to<br>building                                       | Staff,<br>pupils,<br>visitors<br>(agreed) | Entry and exits to the building/site will be planned and managed to support physical distancing within the building as identified in the School Return Plan.   | P                                     | Major               | Possible   | Medium                                | June 2020             | Ongoing<br>and<br>daily             |



| 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>Access and exit from a building involving signing in/out at reception digitally managed via school office staff (excel doc)</p> <p>External visitors will be actively discouraged. 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. Will not enter reception if not required to do so and will communicate via intercom with office colleagues.</p> <p>Hand sanitiser is available in every class area and throughout the building including access and egress areas where there are no sink facilities. In line with ACC School return Guidance, handwashing will take place when –</p> <ul style="list-style-type: none"> <li>• Entering the building</li> <li>• Before eating</li> <li>• After blowing the nose</li> <li>• After sneezing or coughing</li> <li>• After going to the toilet</li> <li>• When changing classroom</li> <li>• Prior to entering school transport</li> </ul> <p>Advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and where people congregate. NHS posters will be displayed.</p> <p>Signs displayed reviewed and replaced as necessary.</p> | <p>P</p> <p>P</p> <p>P</p> <p>P</p> <p>P</p> <p>P</p> |                  |            |                              |                    | from August                   |







| HAZARD   | AT RISK   | CONTROL MEASURES   | PROBABILITY WORST CASE OUTCOME      |                     |            |                                       |                       |   |
|--|---|--|-------------------------------------|---------------------|------------|---------------------------------------|-----------------------|---|
|  |   |  | EXISTING/<br>PROPOSED<br>'E' or 'P' | Possible<br>Outcome | Likelihood | Risk rating:<br>High<br>Medium<br>Low | Proposed<br>Timescale | Action<br>Completed<br>Date/Initial       |
| <b>Consider:</b><br>premises work,<br>equipment,<br>specific tasks<br>etc. | <b>People<br/>at risk</b>                                       | <b>Control By:</b> guards, training, supervision, safety equipment,<br>safe working procedures, hygiene monitoring etc.  |                                     |                     |            |                                       |                       |   |
|  |   | All will take responsibility for challenging those not following<br>guidance. Please inform SLT if this occurs.  | P                                   |                     |            |                                       |                       |   |
| Personal<br>Hygiene  | Staff,<br>pupils,<br>visitors<br>(agreed<br>only in<br>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>All staff/service users will apply hand sanitiser on entering our school building and build handwashing into daily routine.</p> <p>Where hand washing facilities are limited, hand sanitiser will be provided. All classes will have access to hand sanitiser as back up due to potential issues with warm water. In line with ACC School return Guidance, handwashing will take place when –</p> <ul style="list-style-type: none"> <li>• Entering the building</li> <li>• Before eating</li> <li>• After blowing the nose</li> <li>• After sneezing or coughing</li> <li>• After going to the toilet</li> <li>• When changing classroom</li> <li>• Prior to entering school transport</li> </ul> <p>Employees or service users who suffer dry skin/dermatitis will carry their own hand cream.</p> | P<br><br>P<br><br>P<br><br>P        | Extreme             | Likely     | High                                  | August<br>2020        | Ongoing<br>and<br>daily<br>from<br>August |



| HAZARD   | AT RISK  | CONTROL MEASURES   | PROBABILITY WORST CASE OUTCOME        |                     |            |                                       |                              |                                     |
|--|--|--|---------------------------------------|---------------------|------------|---------------------------------------|------------------------------|-------------------------------------|
|  |  |  | EXISTING/<br>PROPOSED<br>'E' or 'P'   | Possible<br>Outcome | Likelihood | Risk rating:<br>High<br>Medium<br>Low | Proposed<br>Timescale        | Action<br>Completed<br>Date/Initial |
| <b>Consider:</b><br>premises work,<br>equipment,<br>specific tasks<br>etc. | <b>People<br/>at risk</b>                        | <b>Control By:</b> guards, training, supervision, safety equipment,<br>safe working procedures, hygiene monitoring etc.  |                                       |                     |            |                                       |                              |                                     |
|  |  | <p>Where tissues are used they will be binned immediately, then hands will be washed.</p> <p>All will be encouraged and reminded to avoid touching eyes, nose and mouth with unwashed hands and to cough directly to crook of elbow.</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>• Before and after handling food</li> <li>• Before leaving the building/getting into their car</li> <li>• When arriving home</li> </ul> <p>If required and in order to support a pupil to settle into our school environment, they bring one comforter to school. This will only be touched by them.</p> | P<br><br>E<br><br>P<br><br>E<br><br>P |                     |            |                                       |                              |                                     |
| 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 lunchtimes. There are 7 different timings for lunches currently from 11.45 – 12.45.</p> <p>The staffroom is only to be used to provide seating, with staggered entry to maintain social distancing rules.</p>   | P<br><br>P<br><br>E                   | Major               | Likely     | Medium                                | From August 2020 and ongoing | Ongoing and daily from August       |



| HAZARD  | AT RISK                      | CONTROL MEASURES  | PROBABILITY WORST CASE OUTCOME   |                     |            |                                       |                       |                                     |
|---|------------------------------|---|--|---------------------|------------|---------------------------------------|-----------------------|-------------------------------------|
|   |                              |   | EXISTING/<br>PROPOSED<br>'E' or 'P'  | Possible<br>Outcome | Likelihood | Risk rating:<br>High<br>Medium<br>Low | Proposed<br>Timescale | Action<br>Completed<br>Date/Initial |
| <p><b>Consider:</b> premises work, equipment, specific tasks etc.</p> | <p><b>People at risk</b></p> | <p><b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.</p>   |  |                     |            |                                       |                       |                                     |
|   |                              | <p>Social gathering amongst employees have been discouraged whilst at work.<br/>Staff requested to keep in touch through remote technology such as phone, internet and social media. All staff meetings are currently held via TEAMS.</p> <p>Staff have been separated into teams to reduce contact between employees.</p> <p>Staff activities are segregated to promote 2 metres distance.</p> <p>Staff face to face contact has been limited with each other to 15 minutes or less.</p> <p>A one-way flow system is implemented and visual aids and clear discussions with all classes re one-way systems in every unit. Signage displayed at playground entrances and exits for 2m social distancing.</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). All class seating plans to be shared with HT week of 24.8.20.</p> <p>Through orientation and ongoing reminders all will maintain 2m distancing where possible.</p> <p>Physical contact will be minimised and only take place where a risk assessment has been completed and</p> | <p>E</p> <p>P</p> <p>P</p> <p>P</p> <p>P</p> <p>P</p> <p>P</p> <p>P</p> <p>P</p> |                     |            |                                       |                       |                                     |



| HAZARD  | AT RISK                      | CONTROL MEASURES   | PROBABILITY WORST CASE OUTCOME                                 |                     |            |                                       |                       |                                     |
|---|------------------------------|--|--|---------------------|------------|---------------------------------------|-----------------------|-------------------------------------|
|   |                              |  | EXISTING/<br>PROPOSED<br>'E' or 'P'                            | Possible<br>Outcome | Likelihood | Risk rating:<br>High<br>Medium<br>Low | Proposed<br>Timescale | Action<br>Completed<br>Date/Initial |
| <p><b>Consider:</b> premises work, equipment, specific tasks etc.</p> | <p><b>People at risk</b></p> | <p><b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.</p>  |  |                     |            |                                       |                       |                                     |
|   |                              | <p>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. All saved within shared drive for reference.</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. Ware fountains are out of sue and many classes been advised to bring two filled water bottles. Tops up will be done by an adult from the cold tap; prior to returning the topped up bottle it will be wiped by the adult..</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> | <p>P</p> <p>E</p> <p>P</p> <p>P</p> <p>P</p> <p>P</p> <p>P</p> |                     |            |                                       |                       |                                     |



| HAZARD   | AT RISK  | CONTROL MEASURES   | PROBABILITY WORST CASE OUTCOME      |                     |            |                                       |                       |                                     |
|--|--|--|-------------------------------------|---------------------|------------|---------------------------------------|-----------------------|-------------------------------------|
|  |  |  | EXISTING/<br>PROPOSED<br>'E' or 'P' | Possible<br>Outcome | Likelihood | Risk rating:<br>High<br>Medium<br>Low | Proposed<br>Timescale | Action<br>Completed<br>Date/Initial |
| <b>Consider:</b><br>premises work,<br>equipment,<br>specific tasks<br>etc. | <b>People<br/>at risk</b>                        | <b>Control By:</b> 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 service user should be removed from setting if they refuse to comply with ACC risk assessment. An honest and supportive conversation would take place between HT and colleague.</p> <p>From Primary 5 to Primary 7 classes will arrange seating so pupils are not facing one another; seating arrangements will be side by side.</p>  |                                     |                     |            |                                       |                       |                                     |
| Dining arrangements  | Staff, pupils, visitors (agreed only in advance) | <p>Staff and pupils should bring their own snack etc for morning interval if required and packed lunch for the first week. The provision of free school meal vouchers will continue until 14 August. Normal school kitchen service resumed 24.8.20.</p> <p>For week commencing Monday 17<sup>th</sup> August, packed lunch service will be provided. Lunches occur over a two-hour period from 11.45 – 1.45. We have 7 sittings and 10-minute intervals between each setting.</p> <p>For week commencing Monday 24<sup>th</sup> 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<br><br>P<br><br>P<br><br>P        | Major               | Likely     | Medium                                | From August           | Ongoing and daily from August       |



| HAZARD   | AT RISK   | CONTROL MEASURES   | PROBABILITY WORST CASE OUTCOME      |                     |            |                                       |                       |                                     |
|--|---|--|-------------------------------------|---------------------|------------|---------------------------------------|-----------------------|-------------------------------------|
|  |   |  | EXISTING/<br>PROPOSED<br>'E' or 'P' | Possible<br>Outcome | Likelihood | Risk rating:<br>High<br>Medium<br>Low | Proposed<br>Timescale | Action<br>Completed<br>Date/Initial |
| <b>Consider:</b><br>premises work,<br>equipment,<br>specific tasks<br>etc. | <b>People<br/>at risk</b>                                       | <b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.   |                                     |                     |            |                                       |                       |                                     |
|  |   | <p>Morning breaks and lunch breaks should be staggered to reduce number of pupils queuing / congestion in the dining hall. 7 staggered times are currently in place.</p> <p>All pupils and staff <b>leaving the site</b> for lunch must follow the guidelines for social distancing in takeaways and shops.<br/>-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> <p>Any uneaten food / waste wrappers etc will be taken home, to help reduce the risk of infection spread.</p> | P                                   |                     |            |                                       |                       |                                     |
| Use of Toilets   | Staff,<br>pupils,<br>visitors<br>(agreed<br>only in<br>advance) | <p>Supervision of pupils at break times – maintenance of 2 m distancing between adults and pupils. Break times will be staggered to facilitate use.</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. All children will be encouraged to hand wash when return to class too. Each class to create a visual timetable with a decided / chosen hand wash symbol to be included on the daily timetable.</p> <p>There will be a visual system in place for staff toilets too.</p>  | P                                   | Major               | Likely     | High                                  | Daily and ongoing     | Ongoing and daily from August       |
|  |   |  | P                                   |                     |            |                                       |                       |                                     |
|  |   |  | P                                   |                     |            |                                       |                       |                                     |



| HAZARD   | AT RISK   | CONTROL MEASURES  | PROBABILITY WORST CASE OUTCOME      |                     |            |                                       |                       |   |
|--|---|---|-------------------------------------|---------------------|------------|---------------------------------------|-----------------------|---|
|  |   |   | EXISTING/<br>PROPOSED<br>'E' or 'P' | Possible<br>Outcome | Likelihood | Risk rating:<br>High<br>Medium<br>Low | Proposed<br>Timescale | Action<br>Completed<br>Date/Initial       |
| <b>Consider:</b><br>premises work,<br>equipment,<br>specific tasks<br>etc. | <b>People<br/>at risk</b>                                       | <b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.  |                                     |                     |            |                                       |                       |   |
|  |   | Limits will be placed on the number of pupils accessing a toilet at any one time to 2 with toilet cards posted outside the door to show occupation.<br><br>There will be a strong emphasis on hand washing after visiting the toilet, and hand washing may require to be supervised for younger children  |                                     |                     |            |                                       |                       |   |
| Employees /<br>Service user<br>becomes unwell                              | Staff,<br>pupils,<br>visitors<br>(agreed<br>only in<br>advance) | In line with procedures and guidance, only allow employees and service users in good health to be in the setting.<br>If someone develops any of the symptoms: <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 hours (if you usually have a cough, it may be worse than usual)</li> <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<br/> <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a><br/>           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> | E                                   | Extreme             | Likely     | High                                  | Daily                 | Ongoing<br>and<br>daily<br>from<br>August |





| HAZARD   | AT RISK   | CONTROL MEASURES  | PROBABILITY WORST CASE OUTCOME      |                     |            |                                       |  |                                     |
|--|---|---|-------------------------------------|---------------------|------------|---------------------------------------|--|-------------------------------------|
|  |   |   | EXISTING/<br>PROPOSED<br>'E' or 'P' | Possible<br>Outcome | Likelihood | Risk rating:<br>High<br>Medium<br>Low | Proposed<br>Timescale                          | Action<br>Completed<br>Date/Initial |
| <b>Consider:</b><br>premises work,<br>equipment,<br>specific tasks<br>etc. | <b>People<br/>at risk</b>                                       | <b>Control By:</b> guards, training, supervision, safety equipment,<br>safe working procedures, hygiene monitoring etc.   |                                     |                     |            |                                       |  |                                     |
|  |   | <p><b>Employee</b></p> <ul style="list-style-type: none"> <li>Immediately leave the building and go directly home after informing line manager. SLT to find cover for class / support role (if required)</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 – Red Unit Office; Blue Unit Office back up</li> <li>Pupil showing symptoms will be escorted to the isolation room and will not access any other parts of the building</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 via fire exit and go directly home</li> <li>Facilities informed and deep clean carried out immediately</li> </ul> | E                                   |                     |            |                                       |  |                                     |
|  |   |   | P                                   |                     |            |                                       |  |                                     |
|  |   |   | P                                   |                     |            |                                       |  |                                     |
| <b>Cleaning and hygiene measures</b>                                       |   |   |                                     |                     |            |                                       |  |                                     |
| Environmental<br>Cleaning  | Staff,<br>pupils,<br>visitors<br>(agreed<br>only in<br>advance) | <p>A deep clean of the property / site before returning is performed if required.</p> <p>Where there has been a COVID-19 case, the cleaning regime will be in accordance with strict rules outlined in COVID-19-decontamination-in-non-healthcare-settings.</p>   | E                                   | Minor               | Possible   | Low                                   | 05/06/20                                       | June –<br>August<br>2020            |
| Cleaning<br>Frequency  | Staff,<br>pupils,<br>visitors<br>(agreed)                       | The ongoing cleaning frequency is made sufficient enough such that cleaning can be undertaken daily and supplementary sanitisation by janitorial staff when site/building/premises is occupied.   | P                                   | Moderate            | Possible   | Medium                                | In place<br>from 11th<br>August and<br>ongoing | Ongoing<br>daily                    |



| HAZARD   | AT RISK   | CONTROL MEASURES  | PROBABILITY WORST CASE OUTCOME             |                     |            |                                       |  |                                     |
|--|---|---|--|---------------------|------------|---------------------------------------|--|-------------------------------------|
|  |   |   | EXISTING/<br>PROPOSED<br>'E' or 'P'        | Possible<br>Outcome | Likelihood | Risk rating:<br>High<br>Medium<br>Low | Proposed<br>Timescale                          | Action<br>Completed<br>Date/Initial |
| <b>Consider:</b><br>premises work,<br>equipment,<br>specific tasks<br>etc. | <b>People<br/>at risk</b>                                       | <b>Control By:</b> guards, training, supervision, safety equipment,<br>safe working procedures, hygiene monitoring etc.   |  |                     |            |                                       |  |                                     |
|  | only in<br>advance)   | Toilets and washrooms will be cleaned daily by cleaning<br>staff to maintain high standards of cleanliness, using<br>methods and cleaning products in keeping with national<br>guidance (COVID-19-decontamination-in-non-healthcare-<br>settings).  |  |                     |            |                                       |  |                                     |
| Commonly<br>touched<br>surfaces  | Staff,<br>pupils,<br>visitors<br>(agreed<br>only in<br>advance) | Additional sanitisation of taps and flush handles will be<br>undertaken by janitorial services on a regular basis during<br>the school day. All other areas will be cleaned by cleaning<br>staff before the start of every day, paying special attention<br>to door handles, table/counter tops, bannisters, and other<br>areas touched regularly by staff and children, with<br>additional cleaning during the day. Record to be<br>maintained by support staff<br><a href="https://drive.google.com/file/d/1PvKIJoz1w2adCev_R-0rc1zoZ_eFQtZo/view?usp=sharing">https://drive.google.com/file/d/1PvKIJoz1w2adCev_R-0rc1zoZ_eFQtZo/view?usp=sharing</a><br><br>Sanitising wipes will be available in each setting to ensure<br>cleaning and disinfection of frequently touched objects and<br>surfaces (e.g. telephones, keyboards, door handles, desks,<br>tables). This should be undertaken by staff on duty or<br>service users if appropriate.<br><br>Where practical, all soft furnishings have been removed to<br>minimise the areas where viruses can be difficult or time<br>consuming to remove. All are stored safely in AV rooms,<br>out of each of learners.<br><br>Blinds kept opened and locked if they cannot be removed. | P<br><br>P<br><br>P<br><br>E<br>P<br><br>E | Moderate            | Possible   | Medium                                | In place<br>from 11th<br>August and<br>ongoing | To occur<br>daily                   |



| HAZARD   | AT RISK  | CONTROL MEASURES  | PROBABILITY WORST CASE OUTCOME      |                     |            |                                       |                                       |                                     |
|--|--|---|-------------------------------------|---------------------|------------|---------------------------------------|---------------------------------------|-------------------------------------|
|  |  |   | EXISTING/<br>PROPOSED<br>'E' or 'P' | Possible<br>Outcome | Likelihood | Risk rating:<br>High<br>Medium<br>Low | Proposed<br>Timescale                 | Action<br>Completed<br>Date/Initial |
| <b>Consider:</b><br>premises work,<br>equipment,<br>specific tasks<br>etc. | <b>People<br/>at risk</b>                        | <b>Control By:</b> guards, training, supervision, safety equipment,<br>safe working procedures, hygiene monitoring etc.   |                                     |                     |            |                                       |                                       |                                     |
|  |  | <p>All rugs and mats have been removed where safe to do so to make cleaning and disinfection of floors easier. They are stored in AV rooms so not accessible.</p> <p>Appropriate cleaning products are used during daily preventative clean regime.</p> <p>Staff avoid touching common pieces of equipment such as photocopiers/printers/scanners/faxes and use only dedicated work equipment on the workstations.</p> <p>Any use of common work equipment is restricted and managed.</p> | P<br><br>P                          |                     |            |                                       |                                       |                                     |
| Use of cleaning products   | Staff, pupils, visitors (agreed only in advance) | <p>Persons undertaking the cleaning have been instructed with clear safe usage instructions.</p> <p>The relevant Safety Data Sheet and COSHH assessment is provided for the substances in use. (Early Years / Facilities staff)</p> <p>Correct PPE is provided for the use of cleaning materials.</p>   | P                                   | Moderate            | Possible   | Medium                                | In place from 11th August and ongoing | June 2020                           |
| Housekeeping   | Staff  | <p>Appropriate cleaning products (wipes) are provided, so that staff can frequently clean their workstations during the day.</p> <p>Staff provided with waste bins lined with a plastic bag so that they can be emptied by facilities staff without contacting the</p>  | P<br><br>E                          | Moderate            | Possible   | Medium                                | In place from 11th August and ongoing | June 2020                           |



| HAZARD   | AT RISK   | CONTROL MEASURES   | PROBABILITY WORST CASE OUTCOME      |                     |            |                                       |  |                                     |
|--|---|--|-------------------------------------|---------------------|------------|---------------------------------------|--|-------------------------------------|
|  |   |  | EXISTING/<br>PROPOSED<br>'E' or 'P' | Possible<br>Outcome | Likelihood | Risk rating:<br>High<br>Medium<br>Low | Proposed<br>Timescale                            | Action<br>Completed<br>Date/Initial |
| <b>Consider:</b><br>premises work,<br>equipment,<br>specific tasks<br>etc. | <b>People<br/>at risk</b>                                       | <b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.   |                                     |                     |            |                                       |  |                                     |
|  |   | contents. No lids to be on bins and will be removed if there is one.<br><br>Facilities Staff are instructed that the emptying of bins and wastepaper baskets should be followed by hand washing.   | P                                   |                     |            |                                       |  |                                     |
| Close contact /<br>Spillages –<br>bodily fluids,<br>blood, vomit           | Staff,<br>pupils,<br>visitors<br>(agreed<br>only in<br>advance) | <p>Employees will follow <u>Education PPE Guidance</u> 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:</p> <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> <li>➤ where children have difficulty maintaining social distancing for 10 minutes or more</li> </ul> <p>All First Aid trained staff completed PPE training on 25.6.20 and have continued access to PPE guidance document.</p> <p>Identified PPE Coordinator, Susan Clark, will ensure that a regular stock take is done and order completed on a 4 weekly basis. Completed orders should be in by 12pm Wednesday of week 3.</p> <p><u>PPE Order</u> – initial order placed centrally for August return based on school roll. Susan Clark PPE coordinator. Susan has access to PPE order form.</p> <p>Central Order of</p> | P                                   | Moderate            | Possible   | Medium                                | Support staff training delivered week of 22.6.20 | From August 2020                    |



| HAZARD   | AT RISK                   | CONTROL MEASURES  | PROBABILITY WORST CASE OUTCOME      |                     |            |                                       |                       |                                     |
|--|---------------------------|---|-------------------------------------|---------------------|------------|---------------------------------------|-----------------------|-------------------------------------|
|  |                           |   | EXISTING/<br>PROPOSED<br>'E' or 'P' | Possible<br>Outcome | Likelihood | Risk rating:<br>High<br>Medium<br>Low | Proposed<br>Timescale | Action<br>Completed<br>Date/Initial |
| <b>Consider:</b><br>premises work,<br>equipment,<br>specific tasks<br>etc. | <b>People<br/>at risk</b> | <b>Control By:</b> guards, training, supervision, safety equipment,<br>safe working procedures, hygiene monitoring etc.   |                                     |                     |            |                                       |                       |                                     |
|  |                           | <ul style="list-style-type: none"> <li>Gloves</li> <li>Aprons</li> <li>Face Masks</li> <li>Hand Sanitiser</li> </ul> Local order of <ul style="list-style-type: none"> <li>Tissues – tissues were ordered for every class<br/>25.6.20</li> </ul> Additional PPE order placed week of 17.8.20. |                                     |                     |            |                                       |                       |                                     |

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/<br>PROPOSED<br>'E' or 'P' | Possible<br>Outcome | Likelihood | Risk rating:<br>High<br>Medium<br>Low | Proposed<br>Timescale | Action<br>Completed<br>Date/Initial |
| <b>Consider:</b><br>premises<br>work,<br>equipment,<br>specific tasks<br>etc.  | <b>People at<br/>risk</b> | <b>Control By:</b> guards, training, supervision, safety<br>equipment, safe working procedures, hygiene monitoring<br>etc. |                                     |                     |            |                                       |                       |                                     |
| <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 |                           |  |                                     |                     |            |                                       |                       |                                     |



| HAZARD  | AT RISK   | CONTROL MEASURES  | PROBABILITY WORST CASE OUTCOME      |                     |            |                                       |                       |   |
|---|---|---|-------------------------------------|---------------------|------------|---------------------------------------|-----------------------|---|
|   |   |   | EXISTING/<br>PROPOSED<br>'E' or 'P' | Possible<br>Outcome | Likelihood | Risk rating:<br>High<br>Medium<br>Low | Proposed<br>Timescale | Action<br>Completed<br>Date/Initial             |
| <b>Consider:</b><br>premises<br>work,<br>equipment,<br>specific tasks<br>etc.   | <b>People at<br/>risk</b>                                       | <b>Control By:</b> guards, training, supervision, safety<br>equipment, safe working procedures, hygiene monitoring<br>etc.  |                                     |                     |            |                                       |                       |   |
| Fire, heat,<br>burns, smoke<br>inhalation   | Staff,<br>pupils,<br>visitors<br>(agreed<br>only in<br>advance) | Responsible person has carried out checks on your<br>building in the following areas:<br><br>Emergency lighting suitable, sufficient and maintained.<br><br>Suitable number fire extinguishers available in required<br>locations.<br><br>Fire hoses available and operational (If installed).<br><br>The sprinkler system including head's maintained (if<br>fitted).<br><br>Dry / wet risers inspected and maintained (if installed).<br><br>Fire blankets available in required location.<br><br>Fire alarm and detection system for the building tested,<br>inspected and maintained.<br>Means of escape clear.<br><br>Fire doors provided and maintained in good working<br>order.<br><br>Building has suitable lightening conductors / protection.<br><br>The fire risk assessment suitable & sufficient / current. | P                                   | Extreme             | Possible   | Medium                                | August<br>2020        | Corporate<br>Landlord<br>completed<br>June 2020 |
| <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 |   |   |                                     |                     |            |                                       |                       |   |



| HAZARD  | AT RISK   | CONTROL MEASURES  | PROBABILITY WORST CASE OUTCOME      |                     |            |                                       |                       |                                     |
|---|---|---|-------------------------------------|---------------------|------------|---------------------------------------|-----------------------|-------------------------------------|
|   |   |   | EXISTING/<br>PROPOSED<br>'E' or 'P' | Possible<br>Outcome | Likelihood | Risk rating:<br>High<br>Medium<br>Low | Proposed<br>Timescale | Action<br>Completed<br>Date/Initial |
| <b>Consider:</b><br>premises<br>work,<br>equipment,<br>specific tasks<br>etc.   | <b>People at<br/>risk</b>                                       | <b>Control By:</b> guards, training, supervision, safety<br>equipment, safe working procedures, hygiene monitoring<br>etc.  |                                     |                     |            |                                       |                       |                                     |
| Temperature/<br>Humidity  | Staff,<br>pupils,<br>visitors<br>(agreed<br>only in<br>advance) | Workplace temperatures are not too hot or too cold (at<br>least 17 degrees Celsius). Will be continually monitored<br>by all staff as windows will be open for ventilation.<br><br>Measures can be taken to control temperature extremes<br>and/or humidity levels such as through computerised<br>EHAV system.   | E                                   | Minor               | Possible   | Low                                   | Ongoing               | June 2020                           |
| Ventilation   | Staff,<br>pupils,<br>visitors<br>(agreed<br>only in<br>advance) | Natural ventilation is available in the workplace, e.g.<br>windows or open doorways.<br><br>If natural ventilation is insufficient, ventilators, fans or air<br>conditioners provided to ensure a consistent flow of fresh<br>air.<br><br>Air exchange rate of the air handling system meet<br>standard requirements for the occupants in the building.<br><br>Ventilation systems have been adequately maintained<br>and serviced. | E                                   | Minor               | Possible   | Low                                   | Ongoing               | June 2020                           |
| <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,<br>pupils,<br>visitors<br>(agreed<br>only in<br>advance) | Gas installations e.g. boilers been inspected, tested and<br>maintained at required frequencies.<br>Adequate ventilation available next to gas installations.<br><br>Gas isolation control switches available and clearly<br>identified.  | P                                   | Extreme             | Possible   | High                                  | August<br>2020        | June 2020                           |



| HAZARD   | AT RISK   | CONTROL MEASURES  | PROBABILITY WORST CASE OUTCOME      |                     |            |                                       |                       |                                     |
|--|---|---|-------------------------------------|---------------------|------------|---------------------------------------|-----------------------|-------------------------------------|
|  |   |   | EXISTING/<br>PROPOSED<br>'E' or 'P' | Possible<br>Outcome | Likelihood | Risk rating:<br>High<br>Medium<br>Low | Proposed<br>Timescale | Action<br>Completed<br>Date/Initial |
| Consider:<br>premises<br>work,<br>equipment,<br>specific tasks<br>etc.   | People at<br>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.<br><br>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 here |   |   |                                     |                     |            |                                       |                       |                                     |
| Water outlets<br>Legionella  | Staff,<br>pupils,<br>visitors<br>(agreed<br>only in<br>advance) | Tanks, taps and shower outlets inspected and maintained.<br><br>Suitable controls in place to reduce the risk of legionnaires disease.<br><br>Showers been run at maximum temperature for 5mins to eliminate standing water and eradicate legionella bacteria. (changing rooms will not be is use nor will showers)<br><br>All other outlets to have been run for 5mins to eliminate standing water, prior to staff returning | P                                   | Major               | Possible   | Medium                                | August<br>2020        | June 2020                           |





| HAZARD  | AT RISK   | CONTROL MEASURES  | PROBABILITY WORST CASE OUTCOME      |                     |            |                                       |                       |                                     |
|---|---|---|-------------------------------------|---------------------|------------|---------------------------------------|-----------------------|-------------------------------------|
|   |   |   | EXISTING/<br>PROPOSED<br>'E' or 'P' | Possible<br>Outcome | Likelihood | Risk rating:<br>High<br>Medium<br>Low | Proposed<br>Timescale | Action<br>Completed<br>Date/Initial |
| <b>Consider:</b><br>premises<br>work,<br>equipment,<br>specific tasks<br>etc. | <b>People at<br/>risk</b>                                       | <b>Control By:</b> guards, training, supervision, safety<br>equipment, safe working procedures, hygiene monitoring<br>etc.  |                                     |                     |            |                                       |                       |                                     |
| Drinking water  | Staff,<br>pupils,<br>visitors<br>(agreed<br>only in<br>advance) | Separate drinking water facilities should be made<br>available for staff and pupils to fill their own water bottles.<br>Facilities to be wiped down after each use. | P                                   | Moderate            | Possible   | Medium                                | August<br>2020        | June 2020                           |

| HAZARD  | AT RISK                       | CONTROL MEASURES   | PROBABILITY WORST CASE OUTCOME      |                     |            |                                       |                       |                                     |
|---|-------------------------------|--|-------------------------------------|---------------------|------------|---------------------------------------|-----------------------|-------------------------------------|
|   |                               |  | EXISTING/<br>PROPOSED<br>'E' or 'P' | Possible<br>Outcome | Likelihood | Risk rating:<br>High<br>Medium<br>Low | Proposed<br>Timescale | Action<br>Completed<br>Date/Initial |
| <b>Consider:</b><br>premises<br>work,<br>equipment,<br>specific tasks<br>etc.   | <b>People at<br/>risk</b>     | <b>Control By:</b> guards, training, supervision, safety<br>equipment, safe working procedures, hygiene monitoring<br>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<br>Inspections  | Staff,<br>visitors,<br>pupils | Responsible person has carried out checks on your<br>building in the following areas:<br><br>Thorough examination, inspection, test and maintenance<br>certificate and logs available and up-to-date for the<br>premises, plant and equipment e.g. Local Exhaust<br>Ventilation, Lifting Equipment and Pressure Systems. | P                                   | Major               | Possible   | Medium                                | August<br>2020        | June 2020                           |
| Lift Statutory<br>Inspections   | Staff,<br>visitors,<br>pupils | The thorough examination, inspection, testing and<br>maintenance records for the lifts in date.  | P                                   | Major               | Possible   | Medium                                | August<br>2020        | NA                                  |



| HAZARD   | AT RISK                                 | CONTROL MEASURES  | PROBABILITY WORST CASE OUTCOME   |   |            |                                       |                       |                                     |
|--|---|---|--|---|------------|---------------------------------------|-----------------------|-------------------------------------|
|  |   |   | EXISTING/<br>PROPOSED<br>'E' or 'P'  | Possible<br>Outcome   | Likelihood | Risk rating:<br>High<br>Medium<br>Low | Proposed<br>Timescale | Action<br>Completed<br>Date/Initial |
| Consider:<br>premises<br>work,<br>equipment,<br>specific tasks<br>etc. | People at<br>risk                       | Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.   |  |   |            |                                       |                       |                                     |
| Plant and<br>Equipment   | Staff,<br>visitors,<br>pupils           | <p>There is a planned preventative maintenance schedule and inventory available for key items of plant and equipment and are up-to-date.</p> <p>All fixed guards on machinery in place, secure and well maintained.</p> <p>The safety devices and controls e.g. emergency stops, light guards etc been checked to ensure safe operation.</p> <p>Defective equipment been taken out of service awaiting repair.</p> <p>Enough space is available for personnel to undertake their tasks safely and comfortably.</p> <p>Personnel have the appropriate competences and/or trained to use machines/work equipment.</p> | E  | Major   | Possible   | Medium                                | August<br>2020        | June 2020                           |
| Signed:<br><br>Name:   | <i>Morven McKay</i><br><br>Morven McKay | Assessment Date:<br>10.8.20<br><br>To be updated weekly<br><b>Updated 24.8.20</b>   | Further action required:<br><br>Reviewed at least weekly<br>and responsive | Action Review Date(s): First agreed 10.8.20<br><br>Next Review Date: Updated weekly |            |                                       |                       |                                     |



## 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>10.8.20</b>                                      |
| A3                  | Tracking system to be developed and maintained for vulnerable staff  | June 2020   | CJ//P&O/line managers                    | <b>Ongoing</b>                                      |
| A5c                 | Guidance on school building arrangements for each building to be created and circulated as appropriate                   | June 2020   | HTs /Corporate Landlord                  | <b>Received</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>July / August 2020</b>                           |
| B6/B7               | Contractor and visitor to schools protocol and policy to be updated and shared with all schools                          | June 2020   | Corporate Landlord                       | <b>Received and adhered to</b>                      |
| B8                  | Co-ordinated procurement of PPE including hand sanitiser and cleaning materials  | June 2020   | FL/H&S                                   | <b>Arrived and coordinator identified June 2020</b> |
| C                   | Soft furnishings/blinds/mats etc to be removed where safe to do so   | August 2020 | HTs /Corporate Landlord                  | <b>Completed August 2020</b>                        |
| C1                  | Each school building to be deep cleaned before staff and/or pupils return  | June 2020   | Facilities                               | <b>Completed by 11.8.20</b>                         |
| C2-4                | Cleaning guidance issued to all schools  | June 2020   | Facilities                               | <b>Received</b>                                     |
| C8                  | Provision of appropriate cleaning products and usage instruction to school staff   | June 2020   | Facilities                               | <b>Received</b>                                     |
| D1-6                | All required building related safety inspections undertaken and completed  | August 2020 | Corporate Landlord                       | <b>Completed June 2020</b>                          |
| Additional Comments |  |             |  |   |

Signed:

Date:

10.8.20  
 Previous update 24.8.20 &  
 1.9.20  
 Recent Update 22.9.20



## Appendix A

## Checklist and Risk Assessment for Individual Worker re Covid-19

|   |   |   |
|---|---|---|
| <b>Step 1</b>   |   |   |
| The checklist should be completed first: this will help you to identify any hazards to the worker. For each point, consider whether it is part of their work and if so, how it may affect them personally. On occasion their work may affect others and this should also be considered. |   |   |
| <b>Step 2</b>   |   |   |
| Where you have answered YES in the checklist and identified there is a hazard and assessed the risk to the worker by determining existing controls/further action required, enter this onto the risk assessment pro forma.  |   |   |
| You will then be able to put any control measures in place to eliminate the risk, or reduce it to an acceptable level for the worker.   |   |   |
| <b>Note</b>   |   |   |
| <b>This checklist is not exhaustive: other issues with the worker's work conditions/place may need to be considered.</b>  |   |   |
| <b>The risk assessment should be reviewed on a regular basis throughout the employment and any necessary control measures put in place.</b>   |   |   |
| <b>Employee's name:</b>   |   | <b>Date:</b>                                    |
| <b>Job title:</b>   |   | <b>Line Manager's Name:</b>                     |
| <b>Form completed by:</b>   |   |   |
| <b>Any known recommendations made by Doctor and/or Occupational Health Specialist:</b>  |   |   |
|   |   |   |
| <b>Covid-19 exposure</b>  | <b>Yes/no</b>   | <b>Existing control/Further Action Required</b> |
| <i>If the answer to any question is Yes then identify the additional control measures introduced to mitigate the risk.</i>  |   |   |
| 1.1   | <2m distancing: Are employee's required to carry out work in breach of 2 metre social distancing from both work colleagues and non-employees  |   |
| 1.2   | Contaminated surfaces: Does the work involve touching surfaces that are potentially contaminated  |   |
| 1.3   | Inadequate welfare facilities: Are welfare facilities inadequate to facilitate regular handwashing eg. lack of number of facilities or lack of soap and hot water                   |   |
| 1.4   | Pre-existing chronic conditions: Does the employee have any known pre-existing chronic condition (listed below) that may make them more vulnerable if exposed to the covid-19 virus |   |
| 1.5   | Increased vulnerability: Has the employee expressed concern about any other condition which they feel would make them more vulnerable eg mild asthma,                               |   |
| 1.6   | High risk work environment: Is there a higher risk of infection due to the work environment eg hospitals, mortuaries, densely populated workplaces etc                              |   |
| 1.7   | High risk of infection: Is there a higher risk of infection due to the geographic location eg those areas with high infection rates   |   |
| 1.8   | Increased vulnerability: Is the employee within a higher risk category including, Black, Asian & Minority Ethnic  |   |



|   |  |
|---|--|
| <p><b>Risk</b><br/>The level of risk will depend on;</p> <ul style="list-style-type: none"> <li>• the work environment</li> <li>• the type of work carried out</li> <li>• the distance that can be maintained between the employee and any possible source of infection</li> <li>• the level of hand cleaning regime in place</li> <li>• the level of information provided</li> <li>• the effectiveness of existing controls that are in place</li> </ul> <p>In some cases, workers may be more vulnerable to infection because of age (70 and over) or an existing condition such as:</p> <ul style="list-style-type: none"> <li>• chronic (long-term) respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis</li> <li>• chronic heart disease, such as heart failure</li> <li>• chronic kidney disease</li> <li>• chronic liver disease, such as hepatitis</li> <li>• chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), a learning disability or cerebral palsy</li> <li>• diabetes</li> <li>• problems with your spleen - for example, sickle cell disease or if you have had your spleen removed</li> <li>• a weakened immune system as the result of conditions such as HIV, or medicines such as steroid tablets or chemotherapy</li> <li>• being seriously overweight (a BMI of 40 or above)</li> </ul> | <p><b>How to minimise the Risk</b><br/>When assessing the infection risks to staff the following controls should be considered:<br/>Avoid contact with possible sources of infection by;</p> <ul style="list-style-type: none"> <li>• Avoiding having to work in areas where there is a known covid-19 sufferer where possible</li> <li>• always ensure safe distance (2 metres) is maintained between individuals (this includes welfare areas), if not possible for certain activities then minimise time spent in closer proximity</li> <li>• wearing gloves, where practicable, to prevent contact with potentially contaminated surfaces</li> <li>• ensure employees have the facilities to carry out regular hand washing using soap and water for 20 seconds or hand sanitiser</li> <li>• provide employees information about the symptoms and the control measures required</li> <li>• provide employees with the correct PPE</li> <li>• employees to report situations which they feel may have exposed them to the virus</li> </ul> <p>If a person is aged 70 or over or suffering from any of the chronic conditions as described then they may have been advised to shield and stay/work at home.</p> <p>If an employee has expressed concern about any other condition which they may feel could make them vulnerable. Follow government advice regarding the condition and take into consideration the mental well-being of the individual when implementing control measures.</p> |
|---|--|

If a risk has been identified, indicate below the action to be taken to remove the hazard or reduce the risk.

**INDIVIDUAL WORKER'S RISK ASSESSMENT**

| Source of Hazard | Persons Affected | Control measures in place now | Risk Rating<br>Still high risk?<br>Still medium risk?<br>Still low risk? | Further action required, by whom, timescale or reference to other assessments |
|------------------|------------------|-------------------------------|--|---|
|                  |                  |                               |  |   |

Further guidance and information to help you complete a risk assessment can be obtained from your H&S Policy and H&S professional. If you need further guidance contact



**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.   |

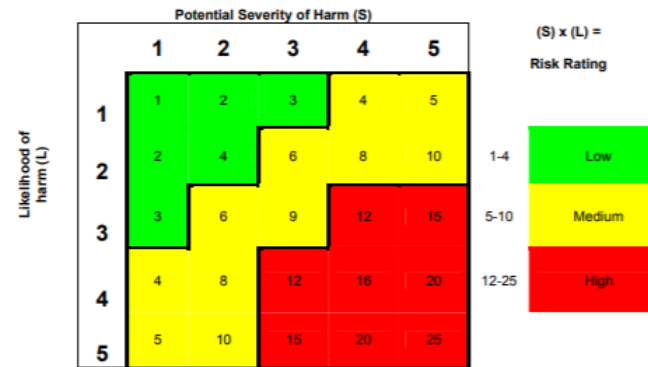
**Likelihood (L)**

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><br><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><br><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><br><b>STOP!</b><br><b>Unacceptable</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  |