

## 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

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: Education (Operations)</b>
<b>Site Address: Manor Park School</b>
<b>Service manager: Chief Education Officer</b>
<b>Inspection Undertaken by: Senior Leadership Team led by Head Teacher – Gill Graham</b>
<b>Approved by:</b>

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

<b>A: Employees – Consider what impact returning to work would have on your employees and how to keep your employees safe.</b>				
<b>No</b>	<b>Issues</b>	<b>Y/N/NA</b>	<b>Rating R/A/G</b>	<b>Comments</b>
1.	Has a risk assessment been undertaken for those who have a self-declared health condition which could increase their risk profile.	Y	<b>Green</b>	DHT currently preparing risk assessments following discussions with parents regarding potential risks. Currently, we have 20 individual risk assessments in place due to medical, ESNB and BAME which will be completed and shared by 10 <sup>th</sup> August 2020.
2.	Have you engaged with Trade Unions and staff during the reinstatement of the work process and in the drafting of this risk assessment to consider work processes and required controls?	Y	<b>Green</b>	Risk assessment to be shared with TUs and in line with SG guidance
3.	Are you tracking people who have been identified as high risk/are shielding.	Y	<b>Green</b>	Employees will record absence within CoreHR.  The risk assessment should be circulated to all staff and a copy shared with the school QIM and school TU reps.

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 will continue to work from home/remotely using a specific remit.
5.	Can all staff maintain the <a href="#">Scottish Government</a> guidelines for social distancing based on your industry ( <a href="#">The latest Social Distancing Guidelines available here</a> ). These could include but are not limited to the following:	Y	Amber	<p>2 m distancing should be maintained between staff, other adults, and between staff and pupils. 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. for additional support needs, first aid, etc.).</p> <p>Staffroom will be in use, altered and numbers limited (maximum of 8 people) to take account of social distancing. Staff will need to bring their own food and drinks</p>
5a	Are you able to segregate staff's activities to promote 2 metres distance?	Y	Amber	See 5. above.
5b	Are you able to limit the amount of contact staff have with each other to 15 minutes or less	N	Amber	See 5. above. Certain staff groups will spend time together in the same space for lunch breaks. This will be a consistent group and they remain socially distant from one another.
5c	Are you able to implement a one way flow system and provide visual aids (e.g. distancing markers, signage, flow system markers) for maintaining two metres distance.	Y	Green	<p>Details exist within the School Contingency Plan which was created and approved on 22.6.20.</p> <p>Keep left system in place, Pupils using classroom doors to exit and enter the building Main corridor closed to pupils to reduce flow and adults only will enable 2 m distancing. Signs and systems in place to support people entering spaces where 2m cannot be kept (for example middle staff toilet to be closed). Red and Green Man system in place to support knowing when people can enter space. Signs outside the door of rooms to show capacity).</p>

6.	Have staff been trained / notified before returning to work on any new procedures.	Y	Green	Handwashing PPE Social Distancing One way systems Training to be completed by all staff before opening <b>Training will be completed by Tuesday 11th August 2020.</b>
7.	Have staff been instructed on how to hand wash effectively, for the suggested duration and maintain good hygiene practices.	Y	Amber	As above Signage is available at all hand wash stations. Systems are in place to prevent cross-over.
8.	Have staff been instructed on social distancing where practicable while at work.	Y	Amber	See 5. above.
9.	Have staff been trained on what to do if they are experiencing COVID-19 symptoms.	Y	Amber	Reissued within Risk assessment and PPE Guidance during staff training and clear procedures for actions to be taken and shared with staff should they or others fall ill at work. Any updates will be provided on 10 <sup>th</sup> August 2020 when schools return.
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	All staff have been informed regarding new way of working and also the need to consider how best they travel to work.

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

No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Are you able to implement sufficient parking restrictions to maintain social distancing measures, where car use is required to perform a role?	Y	Amber	Carpark restrictions will be in place alongside clear guidelines for entry and exit (eg staff arriving at different times and being aware of those who arrive at the same time). This will be updated on 10.8.20
2.	Are workers required to use either their own vehicle or company vehicle to travel to their task?	N	Green	Car park protocol (eg all reverse parking to limit exiting cars at same time) has been devised and will be shared with parents and staff on 10.8.20 School Contingency plan has been shared with parents and staff.
3.	Are workers avoiding public transport where applicable and using alternatives (e.g. cycling, walking to work etc).	Y	Green	Where possible
4.	Have you considered staff that are required to vehicle share for their role and whether this could continue?	Y	Amber	Risk Assessments to be reviewed If staff require to car share for attending work, Scottish Government Guidance should be followed in relation to the use of face coverings. Escorts and pupils to follow advice for public transport i.e. wearing of face coverings and maintaining physical distancing where possible.

5.	Has the entry and exits to the building/site been limited to the minimum number of points required.	Y	Green	Classroom doors to be exit and entry signs for almost all pupils. Those who required to use other doors will be supervised by staff and no parents will be allowed in the building. Nursery have a zoned system in place with clear 2 m distancing to be marked out and this will be communicated to parents week beginning 10.8.20. Front reception to be closed to all adults and visitors unless accompanied by a member of school staff with 2 m distancing in place.
6.	Has access to the building/site been restricted to visitors and contractors etc.	Y	Amber	Essential personnel by prior arrangement only – all protocols to be observed Emergency contractors, as above and when learners are not in attendance where possible. For ongoing planned construction works Corporate Landlord and Capital will work with contractors to ensure appropriate mitigation is in place such as sites physically separated from rest of building and contractors use separate entrances etc. Other essential visitors only where the impact of non attendance would cause further harm (e.g. essential maintenance contractors, Educational Psychologist) Schools with open play areas will need to consider the impact of this within their risk assessment.
7.	Is it practicable to confine visitors to strictly defined areas and avoid unnecessary movements around the building?	Y	Green	All visitors will be met and greeted in the school reception area and only accessing the building if required. They will be supervised by a member of staff at all times to ensure procedures and processes are in place. Visitor guidelines to be reviewed and updated by HT and School Administrator to explain latest developments and expectations. 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.
8.	Have appropriate hand wash stations (toilets) and/or hand sanitiser pump action containers been made available in every work area and on main travel routes through the building/site including access and egress areas.	N	Green	Procurement of Hand Sanitiser and Cleaning materials to support teams and to be monitored and ordered by the DHT (Ailsa Johnstone). Work has been done over summer to support any adaptations to be made as per School Contingency Plan.

9.	Is advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and were people congregate.	Y	Amber	Posters are displayed throughout the school. National guidance to be followed and detailed arrangements to be set out in School Recovery plan.
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 R/A/G	Comments
1.	Have you completed a clean of the property / site before returning	Y	Green	Our school has been used as a Vulnerable Learner Hub, and a full deep clean is being undertaken prior to pupils return on 12 August. PSA staff in tidying and cleaning corridors/non-classroom spaces and work spaces as required. Nursery and Teaching teams clearing learning spaces.
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. Controlled by building landlord, Robertson's.
3.	Are all hand contact points cleaned on a frequent basis including, door furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, toilets, canteen / food preparation areas.	Y	Green	In addition to the answer in 2 above, discussion is ongoing at the School Readiness for Reopening Group to determine who will clean IT equipment, toys and other resources. Items which cannot be effectively disinfected between uses will be temporarily taken out of use. Cleaning protocol in place for all staff and children.
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.	Y	Green	Individual member of staff to manage blinds in each areas of school Signage and cleaning materials to be made available for electronic blinds
6	Can blinds be kept opened and locked if they cannot be removed.	Y	Green	As above
7	Can rugs and mats be removed where safe to do so to make cleaning and disinfection of floors easier.	Y	Green	All mats and soft furnishing has been removed when not easily clean. These will not be available until risk level would support their return.
8	Have staff been provided with appropriate cleaning products so that they can frequently clean their own work stations during the day.	Y	Green	Products to be ordered by individual schools through PPE order form. Facilities Management to assist in storing and replenishing appropriate cleaning materials. This will be managed by the DHT (Ailsa Johnstone).

**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/ NA	Rating R/A/G	Comments
	<b>Has your responsible person carried out checks on your building in the following areas:</b>	<b>Y</b>	<b>Green</b>	Manor Park School is owned and maintained by Robertson's. It will be their responsibility to ensure this is in place and maintained.
1.	Fire Safety Systems / Emergency Lighting.	<b>Y</b>	<b>Green</b>	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. Confirmation was given on 12.6.20 but access and entry has been carefully monitored by the HT to reduce large numbers accessing the building. All policies and procedures will be updated by 10.8.20
2.	Ventilation / Humidity / Lighting & Heating.	<b>Y</b>	<b>Green</b>	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. Confirmation was given on 12.6.20 but access and entry has been carefully monitored by the HT to reduce large numbers accessing the building.
3.	Gas Installations.	<b>Y</b>	<b>Green</b>	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. Confirmation was given on 12.6.20 but access and entry has been carefully monitored by the HT to reduce large numbers accessing the building.



4.	Legionella Controls.	Y	Green	Corporate landlord will confirm to individual head teachers when all checks up to date. Prior to this staff access to building restricted to daytime hours only, max 4 people (primary schools) / 8 people (secondary schools) for no more than 2 hours each day, and only for specific recovery planning purposes. Confirmation was given on 12.6.20 but access and entry has been carefully monitored by the HT to reduce large numbers accessing the building.
5.	Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance.	Y	Green	Corporate landlord will confirm to individual head teachers when all checks up to date. Prior to this staff access to building restricted to daytime hours only, max 4 people (primary schools) / 8 people (secondary schools) for no more than 2 hours each day, and only for specific recovery planning purposes. Confirmation was given on 12.6.20 but access and entry has been carefully monitored by the HT to reduce large numbers accessing the building.
6	Lift Statutory Inspections.	N/A	Choose an item.	

Signed: Gill Graham

Date: 11.8.20

## COVID-19 Health & Safety Risk Assessment

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
<b>Consider:</b> premises work, equipment, specific tasks etc.	<b>People at risk</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
<b>Safety of all –</b>								
Psychological well being	Staff, pupils	Regular communication is in place (individual and group) to ensure staff are not ill-informed about returning to work safely (Regular group and 1-2-1 contact where required with all staff and training will be completed by 10 <sup>th</sup> August 2020 ).	P	Major	Possible	Medium	June 2020	10.8.20 but on-going.

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<p>New workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in procedures and policies and disseminated to employees through line managers and HR.</p> <p>Line managers are aware of how big changes to working arrangements may cause additional work-related stress and affect their employees' mental health and wellbeing.</p> <p>Managers hold regular informal discussions with their team and look at ways to reduce causes of stress including access to ACC Wellbeing support and signposts.</p> <p>Concerns on workload issues or support needs are escalated to line manager.</p> <p>Managers are trained to recognise signs and symptoms that a person is working beyond their capacity to cope and deal sensitively with employees experiencing problems outside of work.</p> <p>Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs</p> <p>Review of the stress risk assessment to reflect new working arrangements. Any significant adjustments to employee's working practices, a review must be undertaken.</p> <p>Employees are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc) through line managers.</p> <p>Employees are made aware of the impact of COVID 19 on their job/change of working environment.</p>						

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
<b>Consider:</b> premises work, equipment, specific tasks etc.	<b>People at risk</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Psychological wellbeing	Pupils	<p>Contact with individual parents/carers at initial return to ensure relevant, appropriate information is passed on and shared with staff in a timely manner through SEEMIS.</p> <p>Reviewed in June but also re-visited the first week back via calls.</p> <p>Ensure first aiders on site at all times following appropriate ratios.</p> <p>Ensure named Child protection officer available within each setting.</p> <p>All ACC policies adhered to at all times.</p> <p>Staff working with children to continue to be calm, nurturing and caring, seeking confirmation from line manager if unsure of anything.</p>	P	Major	Possible	Medium	June 2020	17.8.20
Virus transmission in the workplace	Staff, pupils, visitors (agreed only in advance)	<p>Any employee/service user showing symptoms of Covid-19 or sharing a house with someone with Covid-19 should remain at home as per the government's guidance. <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <p>Test and Protect see link below <a href="https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect-information-leaflet-2/pages/coronavirus-covid-19-test-and-protect---step-by-step-guide/">https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect-information-leaflet-2/pages/coronavirus-covid-19-test-and-protect---step-by-step-guide/</a></p> <p>Specific individual employee risk assessment (appendix A) has been undertaken for those who have a self-declared health condition which could increase their risk profile. This will change according to new Guidance being published in July 2020.</p>	P	Extreme	Possible	High	June 2020	10.8.20

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<p>The inspection checklist above has been undertaken to identify the control measures to consider reducing the risk of workplace infections and as part of a proactive monitoring regime and checking that preventative and protective control measures are implemented in line with current health and safety general duties.</p> <p>All employees requested to attend a school building should review this exemplar risk assessment, feedback any concerns and agree the content at school level. The risk assessment should then be circulated to all staff and a copy shared with the school QIM and school TU reps.</p> <p>No member of staff / pupil who is shielding will be allowed access to school buildings. They should continue to work/learn from home in keeping with Local Authority and Scottish Government guidance.</p> <p>Advice is shared with staff members and staff have been fully briefed and kept up to date with current advice on staying protected through the company lines of communications (i.e. line managers, HR) and shared with staff.</p>						
Someone entering the workplace with COVID-19	Staff, pupils, visitors (agreed only in advance)	<p>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 and method statement) regarding COVID-19.</p> <p>Staff are made aware of COVID-19 symptoms via training sessions and visual aids such as posters in key locations, screensavers</p> <p>External visitors will be actively discouraged. Parents will not be allowed entry to the school building and will be encouraged to make contact by email / phone and not in person.</p>	E	Extreme	Possible	High	June 2020	10.8.20

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
<b>Consider:</b> premises work, equipment, specific tasks etc.	<b>People at risk</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
		<p>Anybody visiting the site will do so only with prior agreement from the Head Teacher and will be informed that they are not to enter if they're experiencing COVID-19 symptoms, being advised to self-isolate in line with government recommendations</p> <p>Staff and pupils will be informed to self-isolate if they have a person living in the same household or if they've been in contact with someone displaying COVID-19 symptoms</p>						
Travel to school buildings	Staff, pupils, visitors (agreed only in advance)	<p>Wherever possible private transport should be used to maintain isolation from the public when commuting to the school building.</p> <p>If public transport or car sharing cannot be avoided, the employee/service user should be encouraged to follow current government advice in respect of "face coverings".</p> <p>Parking restrictions to maintain social distancing measures in place include reverse parking to limit possible exiting of cars from same side and limited access to the carpark and staggered entries and exits to the building.</p> <p>On arrival at the site, employees/service users will thoroughly wash their hands in the disabled toilet immediately within the front door 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 either public or school transport with walking being promoted where safe to do so.</p> <p>Sites identified for "Park and Stride" routes are going to be identified over the summer and parents/carers are encouraged to use these points to minimise activity around the school gates.</p>	E	Moderate	Possible	Medium	June 2020	On-going and review

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
		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.						
Entry and exit to building	Staff, pupils, visitors (agreed only in advance)	<p>Entry and exits to the building/site will be planned and managed to support physical distancing within the building with staff having staggered start and finish times. Staff will be aware of how to safely enter and exit the building.</p> <p>Access and exit from a building will involve registering with the School administrator on entrance and she will manage the recording of this to prevent the sharing of resources to record this.</p> <p>External visitors will be actively discouraged. Parents will be encouraged to make contact by email / phone and not in person. Any essential visitors confined to strictly defined areas and unnecessary movements around the building avoided. Where movement is required all visitors will be accompanied (socially distant) by a member of school staff.</p> <p>Hand sanitiser is available in every work area and through the building including access and egress areas where there are no sink facilities. This has been discussed with Buildings Team and will be reviewed and implemented in the summer holidays.</p> <p>Advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and were people congregate.</p> <p>Signs displayed reviewed and replaced as necessary.</p>	E	Major	Possible	Medium	June 2020	On-going review and monitor

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Orientation/ Training	Staff, pupils, visitors (agreed only in advance)	<p>Training arrangements have been developed including refresher sessions to ensure staff have been trained before returning to work on any new procedures.</p> <p>Service Users should receive a copy of the 'Returning to School Guide'.</p> <p><u>Prior to August 11<sup>th</sup></u></p> <p>All staff must complete health and safety orientation:</p> <ul style="list-style-type: none"> <li>• Social distancing and one-way system plans</li> <li>• Handwashing training</li> <li>• PPE Training</li> <li>• Updated First Aid Training (for relevant staff)</li> <li>• Updated Fire Evacuation Procedures (The latest Guidance on these measure can be found by clicking the following link <a href="#">Social Distancing Guidelines</a>).</li> </ul> <p><u>On first day of school entry</u></p> <p>Service Users should complete health &amp; safety orientations including:</p> <ul style="list-style-type: none"> <li>• Social distancing and one-way system plans</li> <li>• Handwashing training</li> <li>• Review of Evacuation Plan.</li> </ul> <p>All will take responsibility for challenging those not following guidance.</p>	P	Extreme	Likely	High	June 2020	15.8.20
Personal Hygiene	Staff, pupils, visitors (agreed only in advance)	<p>Staff will follow good infection control guidance (<a href="#">Infection Prevention and Control in Childcare Settings (Day Care and Childminding Settings)</a>).</p> <p>Handwashing procedure posters are displayed in areas where handwashing takes place.</p>	P	Extreme	Likely	High	August 2020	On-going and review

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<p>All staff/service users will wash hands at sinks in corridors (pupils) and for staff in the disabled toilets on entry to the setting and build handwashing into daily routine</p> <p>Where hand washing facilities are limited, hand sanitiser will be provided. (At entry to school and nursery and each class door.)</p> <p>Employees or service users who suffer dry skin/dermatitis will carry their own hand cream.</p> <p>Where tissues are used they will be binned immediately, then hands will be washed.</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 (and returning after lunchtime)</li> <li>• After using the toilet</li> <li>• Before and after eating or handling food</li> <li>• Before leaving the building/getting into their car,</li> <li>• After blowing the nose</li> <li>• After sneezing or coughing</li> <li>• When changing classroom</li> <li>• Prior to entering school transport</li> <li>• When arriving home</li> </ul>						



HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
<b>Consider:</b> premises work, equipment, specific tasks etc.	<b>People at risk</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Maintaining 2m distancing	Staff, pupils, visitors (agreed only in advance)	<p>Social distancing while at work is maintained by continuing to limit social interactions by staggering start/finish times and lunchtime. Social gathering amongst employees have been discouraged whilst at work.</p> <p>Identify an isolation area where pupils can wait and a process for them to be moved to outside to meet parents to be taken home (Quiet Room is Isolation Room 1 and Staff Resource base is Isolation Room 2).</p> <p>Staff requested to keep in touch through remote technology such as phone, internet and social media. This would include attendance at school of psychologists, nurses, social workers, etc. being kept to an absolute minimum. The use of remote technology (digital/virtual meetings) methods, meetings in outdoor settings (where possible) to support children should be used initially.</p> <p>Staff have been separated into teams to reduce contact between employees.</p> <p>Staff activities are segregated to promote 2 meters 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, such as floor strips, signage are used for maintaining two meters distance.</p> <p>Desks are arranged to maintain a minimum of 2 meters from each other, with employee's facing in opposite directions where possible (e.g. in school office).</p> <p>Through orientation and ongoing reminders all will maintain 2m distancing where possible.</p>	P	Extreme	Likely	High	June 2020	On-going review and monitor

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<p>Physical contact will be minimised and only take place where a risk assessment has been completed and appropriate PPE arrangements in place (Education PPE Guidance to be followed).</p> <p>Emergency evacuation procedures/ fire drill &amp; muster point updated and shared with employees / service users prior to or on day of entry.</p> <p>Minimise contact with surfaces, e.g. tables, furniture and where there is reason for multiple use, items should be wiped prior to and following use.</p> <p>Items that come into contact with your mouth such as cups &amp; bottles will not be shared.</p> <p>Individual learners will be provided with one use resource where practical and where not, these will be wiped down between use with wipes provided.</p> <p>The outdoor areas will be used regularly, where possible, to support social distancing and staff will plan for this.</p> <p>Social / activity gatherings amongst pupils have been restricted so that spaces / areas do not become crowded by limiting the size of pupil groups for the duration of the school day. Large group activities such as assemblies, drama, etc. will not take place.</p> <p>Numbers of employees/service users in a room will be restricted to comply with capacity figures of each individual room with clear signage in place to support service users know how many people are in the room.</p> <p>All staff to monitor practice and alert SLT of any potential risks. This will trigger a review of this risk assessment</p>						

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<p>Consideration of whether service user should be removed from setting if they refuse to comply with ACC risk assessment.</p> <p>The number of learners/staff within each area is limited to calculated measurement and headcounts decided by Robertson s and ACC and managed by SLT and staff. This will reflect building capacity numbers. Signage will ensure appropriate and safe numbers are maintained in each room and do not go above capacity.</p>						
Dining arrangements	Staff, pupils, visitors (agreed only in advance)	<p>All employees and service users will be asked to bring a packed lunch and the provision of free school meal vouchers will continue.</p> <p>For week commencing Monday 17<sup>th</sup> August, packed lunch service will be provided. Further discussions will be required on a site by site basis as to how service will be delivered and from where.</p> <p>For week commencing Monday 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>Morning breaks and lunch breaks will be staggered to reduce number of pupils queuing / congestion in the dining hall.</p> <p>Any uneaten food / waste wrappers etc will be taken home, to help reduce the risk of infection spread</p> <p>Children will eat lunch in their classrooms to reduce the numbers of interaction with agreed timings which will enable smaller groups</p>	P	Extreme	Likely	High	June 2020	On-going review and monitor

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<p>to access areas such as the playground at one time and smaller numbers of staff accessing staffrooms.</p> <p>Individual children with nut allergies have been risk assessed and will have special measures in place to reduce the risk of contact with nuts.</p> <p>Lunchtime supervision will be provided by Pupil Support Assistants.</p> <p>All pupils <b>must remain on site</b> for lunch in order to limit their contact with others out with the school -These arrangements will be reviewed as restrictions are reviewed</p> <p>Early Years dining will be within the setting area to ensure that children can remain within the space and rolling snack offered to limit numbers in kitchen / dining areas. To be updated as per guidance for ELC.</p>						
Use of Toilets	Staff, pupils, visitors (agreed only in advance)	<p>maintain social distancing within the toilet areas.</p> <p>Clear systems will be in place to support pupils/staff know when others are in the toilets. (Red Man/Green Man system which is known to all pupils and staff).</p> <p>Break times will be staggered to supported reduced social interactions.</p> <p>Limits will be placed on the number of pupils accessing a toilet at any one time to 2 pupils due to social distancing at sinks.</p> <p>Toilet cubicles will be assigned to specific bubbles.</p> <p>There will be a strong emphasis on hand washing after visiting the toilet, and hand washing may require to be supervised for younger children</p>	P	Extreme	Likely	High	June 2020	On-going review and monitor

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
		A visual mechanism will be used to show when the toilet area is occupied.						
Employees / Service user becomes unwell	Staff, pupils, visitors (agreed only in advance)	<p>In line with procedures and guidance, only allow employees and service users in good health to be in the setting. If someone develops any of the symptoms:</p> <ul style="list-style-type: none"> <li>• <b>a high temperature</b> – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>• <b>a new, continuous cough</b> – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 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 <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a> All school staff will be asked to familiarise themselves with the local <a href="#">Test, Trace, Isolate and Support Strategy</a>. Follow procedures to remove from setting where someone becomes unwell</p> <p><b>Employee</b></p> <ul style="list-style-type: none"> <li>• Immediately leave the building and go directly home cover will be available although this will be closely monitored to ensure that there is cover available.</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 (main corridor which is closed to pupils and easily accessible)</li> </ul>	E	Extreme	Likely	High	August 2020	On-going review and monitor

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<p>Rooms identified are Quiet Room (next to DHT office and Staff Resource Base).</p> <ul style="list-style-type: none"> <li>• Emergency contact list accessible and up to date</li> <li>• Request for immediate collection by parents/carers</li> <li>• On collection, immediately leave the building and go directly home</li> <li>• Facilities informed and deep clean carried out .</li> </ul>						
<b>Cleaning and hygiene measures- Responsibility of Robertson's</b>								
Environmental Cleaning	Staff, pupils, visitors (agreed only in 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>	P	Minor	Possible	Low	05/06/20	6.7.20
Cleaning Frequency	Staff, pupils, visitors (agreed only in advance)	<p>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> <p>Toilets and washrooms will be cleaned daily by cleaning staff to maintain high standards of cleanliness, using methods and cleaning products in keeping with national guidance (COVID-19-decontamination-in-non-healthcare-settings).</p>	P	Moderate	Possible	Medium	In place from 11th August and ongoing	On-going and monitor
Commonly touched surfaces	Staff, pupils, visitors (agreed only in advance)	<p>Additional sanitisation of taps and flush handles will be undertaken by janitorial services on a regular basis during the school day. All other areas will be cleaned by cleaning staff before the start of every day, paying special attention to door handles, table/counter tops, bannisters, and other areas touched regularly by staff and children, with additional cleaning during the day.</p> <p>Sanitising wipes will be available in each setting to ensure cleaning and disinfection of frequently touched objects and</p>	P	Moderate	Possible	Medium	In place from 11th August and ongoing	On-going and monitor

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
		<p>surfaces (e.g. telephones, keyboards, door handles, desks, tables). This should be undertaken by staff on duty or service users if appropriate.</p> <p>Where practical, soft furnishings are removed to minimise the areas where viruses can be difficult or time consuming to remove.</p> <p>Blinds kept opened and locked if they cannot be removed.</p> <p>Rugs and mats are removed where safe to do so to make cleaning and disinfection of floors easier.</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. If staff do have to use common equipment like printers, they should to disinfect it with anti bacterial wipe after each use. Social distancing to be adhered to when using common equipment in resource rooms.”</p> <p>Any use of common work equipment is restricted and managed.</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	On-going and monitor
Housekeeping	Staff	Appropriate cleaning products are provided, so that staff can frequently clean their work stations during the day.	P	Moderate	Possible	Medium	In place from 11th	On-going and monitor

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
		Staff provided with waste bins lined with a plastic bag so that they can be emptied by facilities staff without contacting the contents.  Facilities Staff are instructed that the emptying of bins and wastepaper baskets should be followed by hand washing.					August and ongoing	
Close contact / Spillages – bodily fluids, blood, vomit	Staff, pupils, visitors (agreed only in advance)	<p>Employees will follow <a href="#">Education PPE Guidance</a> and should wear appropriate PPE including Fluid resistant face masks (type IIR) for work where individual risk assessment has identified the need at times where staff will provide intimate care or have direct contact (within 2 metres) of children for a period of 10 minutes or more such as:</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>Identified Health &amp; Wellbeing Coordinator (School Administrator and PSA in charge of medication) 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><b>PPE Order</b></p> <p>Central Order of</p> <ul style="list-style-type: none"> <li>• Gloves</li> <li>• Aprons</li> <li>• Face Masks</li> <li>• Hand Sanitiser</li> </ul> <p>Local order of</p>	P	Extreme	Likely	High	June 2020	On-going review



HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
<b>Consider:</b> premises work, equipment, specific tasks etc.	<b>People at risk</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<ul style="list-style-type: none"> <li>Tissues</li> </ul>						

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

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
<b>Consider:</b> premises work, equipment, specific tasks etc.	<b>People at risk</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
<b>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 ( <a href="#">Robertson's</a> )								
Fire, heat, burns, smoke inhalation	Staff, pupils, visitors (agreed only in advance)	Responsible person has carried out checks on your building in the following areas:  Emergency lighting suitable, sufficient and maintained.  Suitable number fire extinguishers available in required locations.  Fire hoses available and operational (If installed).  The sprinkler system including head's maintained (if fitted).  Dry / wet risers inspected and maintained (if installed).  Fire blankets available in required location.	P	Extreme	Possible	Medium	August 2020	10.8.20

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<p>Fire alarm and detection system for the building tested, inspected and maintained. Means of escape clear.</p> <p>Fire doors provided and maintained in good working order.</p> <p>Building has suitable lightning conductors / protection.</p> <p>The fire risk assessment suitable &amp; sufficient / current.</p>						
<b>Ventilation / Humidity / Lighting &amp; Heating</b> Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Temperature/ Humidity	Staff, pupils, visitors (agreed only in advance)	<p>Workplace temperatures are not too hot or too cold (at least 17 degrees Celsius).</p> <p>Measures can be taken to control temperature extremes and/or humidity levels such as through computerised EHAV system.</p>	E	Minor	Possible	Low	August 2020	On-going review and monitor.
Ventilation	Staff, pupils, visitors (agreed only in advance)	<p>Natural ventilation is available in the workplace, e.g. windows or open doorways.</p> <p>If natural ventilation is insufficient, ventilators, fans or air conditioners provided to ensure a consistent flow of fresh air.</p> <p>Air exchange rate of the air handling system meet standard requirements for the occupants in the building.</p> <p>Ventilation systems have been adequately maintained and serviced.</p>	E	Minor	Possible	Low	August 2020	On-going review and monitor.
HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					

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
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
<b>Gas Installations</b> - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Gas Installations	Staff, pupils, visitors (agreed only in advance)	Gas installations e.g. boilers been inspected, tested and maintained at required frequencies. Adequate ventilation available next to gas installations.  Gas isolation control switches available and clearly identified.  Supplier's emergency contact number clearly displayed, un-obscured and legible.  Gas cylinders being used safely (if used).	P	Extreme	Possible	High	August 2020	August 2020
<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 Legionella	Staff, pupils, visitors (agreed only in advance)	Tanks, taps and shower outlets inspected and maintained.  Suitable controls in place to reduce the risk of legionnaires disease.  Showers been run at maximum temperature for 5mins to eliminate standing water and eradicate legionella bacteria.  All other outlets to have been run for 5mins to eliminate standing water, prior to staff returning	P	Major	Possible	Medium	August 2020	August 2020

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

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
<b>Consider:</b> premises work, equipment, specific tasks etc.	<b>People at risk</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Statutory Inspections	Staff, visitors, pupils	Responsible person has carried out checks on your building in the following areas:  Thorough examination, inspection, test and maintenance certificate and logs available and up-to-date for the premises, plant and equipment e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems.	P	Major	Possible	Medium	July 2020	10.8.20

HAZARD	AT RISK	CONTROL MEASURES		PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.		EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Plant and Equipment	Staff, visitors, 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	June 2020	10.8.20
Signed:  Name:	G.Graham  Gill Graham	Assessment Date: 29.6.20  Updated following feedback from Caroline Duguid (Health and Safety Advisor – ACC) 9.8.20	Further action required: Y	Action Review Date(s):11.8.20  Next Review Date:17.8.20					



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

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



### 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)

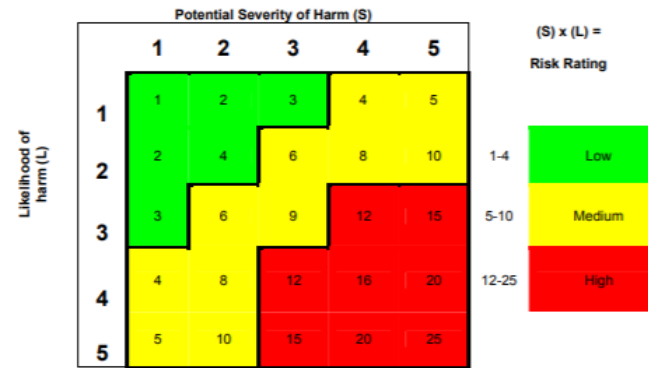
This is the likelihood that an event will occur

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