

## 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 (Manor Park School Partial Closure)

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:</b> Schools
<b>Site Address:</b> Manor Park Primary School, Danestone Circle, Aberdeen. AB16 7YB
<b>Service manager:</b> Chief Education Officer
<b>Inspection Undertaken by:</b> Quality Improvement Team / Head Teacher- Miss Gillian Graham
<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>	<ul style="list-style-type: none"><li>This is being monitored on a weekly basis. Weekly staff check in with member of SLT and staff informed of their own personal responsibility to inform SLT of any health concerns impacting on work.</li><li>All Core HR up to date.</li></ul>

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	<ul style="list-style-type: none"> <li>• Risk assessment to be agreed with TUs and in line with SG guidance.</li> <li>• Risk assessment shared with all stakeholders with the opportunity to raise concerns or add improvements.</li> <li>• Risk assessment reviewed and updated by SLT on a weekly basis.</li> <li>• Staff debriefed and informed through weekly housekeeping's and emails as required re changes/reflections.</li> <li>• Risk Assessment will be on website as finalised document.</li> </ul>
3.	Are you tracking people who have been identified as high risk/are shielding.	Y	Green	<ul style="list-style-type: none"> <li>• Core HR</li> <li>• Workforce planning Group to establish City overview and process to manage and maintain</li> <li>• SLT to monitor establishment staff on a weekly basis and staff members have been instructed that they must inform SLT of any ongoing or change in personal circumstances with regards to shielding.</li> </ul>
4.	Where practicable will staff still be allowed to work from home/remotely.	Y	Green	<ul style="list-style-type: none"> <li>• In line with national guidance, where possible staff will work from home or remotely to engage pupils with online learning or an outreach session.</li> <li>• NCCT to be organised in blocks for almost all staff.</li> <li>• All staff meeting to be held remotely through use of technologies (Teams/Google etc) agreed by staff.</li> <li>• Wherever possible establishment staff are to work from home. Any requirement to come to the building will be done through arrangement with SLT and only if necessary. Final decision will be with HT as to whether access the building is permitted.</li> </ul>

5.	<p>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:</p>	Y	Green	<p><b>Only the minimum number of staff required in the school building.</b></p> <ul style="list-style-type: none"> <li>• 2 m distancing should be maintained between staff, other adults, and between staff and pupils.</li> <li>• All rooms have a maximum number of adults to support social distancing.</li> <li>• Admin staff / office and resource areas (e.g. photocopiers), and classrooms are arranged so that staff can maintain 2 m distancing.</li> <li>• A 2 metre safety teaching zone has been marked at the front of each class in use during partial closure.</li> <li>• Staff workstation 2m from nearest pupil desks. Teacher / staff workstations will be wiped down at lunchtimes.</li> <li>• Hand washing facilities / hand sanitiser available.</li> <li>• During partial closure, pupils assigned to learn within class bubbles for the duration of the school day to avoid large gatherings / groups and spaces / areas becoming crowded.</li> <li>• The Playground has been zoned and bubbles remain within these areas during communal play time (lunch and break).</li> <li>• At least 2 metres between each pupil has been created during lunches to support separation.</li> <li>• Staff supporting pupils at lunchtime during partial closure are maintaining 2 metres distance and wearing masks.</li> <li>• If 2 metres cannot be maintained. The needs of individual pupils have been considered with a risk assessment being done for each individual.</li> <li>• A different arrangement is in place for pupils with specific needs. For example, an area designated in classrooms / teaching areas if 1-2-1 support needed. PPE available 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.)).</li> <li>• 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.</li> <li>• Risk Assessment and guidance on PPE to be followed if a child / young person requires support within 2 m distance.</li> <li>• Scottish Government guidance on schools closure to be followed.</li> <li>• Local Authority school closure Plan and individual childcare hub plans to be developed setting out practical approaches to maintaining social distancing in schools.</li> </ul> <p><b>• ALL Physical Education to be delivered outdoors.</b></p>
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				<ul style="list-style-type: none"> <li>All staff involved in emergency child care hub at Manor Park school are aware of guidelines and reminded regularly.</li> <li>Staff are also aware that they have personal responsibility to remind others of the social distancing, cleaning and risk reducing measures in place.</li> <li>However, this may be compromised by needs of individual children needs on a reactive basis such as first aid if required.</li> </ul>
5a	Are you able to segregate staff's activities to promote 2 metres distance?	Y	Green	<p><b>During partial school closure.</b></p> <ul style="list-style-type: none"> <li>Where this is likely and wherever possible, in line with national guidance, pupils and staff will be arranged in small groups, the membership of which will remain consistent, and groups will maintain, at least a 2m distance from other groups at all times.</li> <li>However, this may be compromised by needs of individual childrens needs on a reactive basis such as first aid if required.</li> </ul>
5b	Are you able to limit the amount of contact staff have with each other to 15 minutes or less	Y	Green	<p><b>Only the minimum number of staff required in the school building.</b></p> <ul style="list-style-type: none"> <li>Where this is likely and wherever possible, in line with national guidance, pupils and staff will be arranged in small groups, the membership of which will remain consistent, and groups will maintain 2m distance from other groups.</li> <li>However, this may be compromised by needs of individual children needs on a reactive basis such as first aid if required.</li> </ul>
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	<ul style="list-style-type: none"> <li>The minimum number of staff will support pupils movements at all times when they are transitioning between areas the school premises. This will be done in compliance with national and local school closure guidelines.</li> </ul>
6.	Have staff been trained / notified before returning to work on any new procedures.	Y	Green	<p><b>Only the minimum number of staff required in the school building.</b></p> <ul style="list-style-type: none"> <li>Handwashing</li> <li>PPE</li> <li>Social Distancing</li> <li>One-way systems</li> <li>Training to be completed by all staff before opening of Manor Park Emergency Childcare hub.</li> </ul>
7.	Have staff been instructed on how to hand wash effectively, for the suggested duration and maintain good hygiene practices.	Y	Green	<p>Signage is available at all hand wash stations Children are trained as are staff in washing hands effectively.</p>

8.	Have staff been instructed on social distancing where practicable while at work.	Y	Green	<p><b>Only the minimum number of staff required in the school building.</b></p> <ul style="list-style-type: none"> <li>Where this is likely and wherever possible, in line with national guidance, pupils and staff will be arranged in small groups, the membership of which will remain consistent, and groups will maintain 2m distance from other groups.</li> <li>However, this may be compromised by needs of individual children needs on a reactive basis such as first aid if required.</li> </ul>
9.	Have staff been trained on what to do if they are experiencing COVID-19 symptoms.	Y	Green	Reissued within Risk assessment and PPE Guidance during staff training
10.	Have staff been instructed to minimise business related travel and use video chat as an alternative method of maintaining contact with colleagues, suppliers and customers.	Y	Green	<p><b>Only the minimum number of staff required in the school building.</b></p> <p>All staff have been informed regarding new way of working and also the need to consider how best they travel to work.</p>
11.	Strict limitations on staff movement between schools and establishments.	Y	Green	Staff to only work in one school or establishment.
12.	A suspension of activities or clubs outside the usual school timetable. This doesn't include provision of breakfast club	Y	Amber	See Breakfast Club RA.

**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	Green	<p><b>Only the minimum number of staff required in the school building.</b></p> <ul style="list-style-type: none"> <li>• 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 in relation to social distancing).</li> </ul>
2.	Are workers required to use either their own vehicle or company vehicle to travel to their task?	Y	Green	<p><b>Only the minimum number of staff required in the school building.</b></p> <ul style="list-style-type: none"> <li>• Schools to adopt car park protocol (eg all reverse parking to limit exiting cars at same time).</li> </ul>
3.	Are workers avoiding public transport where applicable and using alternatives (e.g. cycling, walking to work etc).	Y	Green	<ul style="list-style-type: none"> <li>• Where possible and following guidance for travelling on public transport is strictly adhered to.</li> <li>• Staff who require resources/support etc from school building will have it delivered by a colleague if they rely on public transport.</li> </ul>
4.	Have you considered staff that are required to vehicle share for their role and whether this could continue?	N	Red	Not applicable during school closure period.
5.	Has the entry and exits to the building/site been limited to the minimum number of points required.	Y	Green	<ul style="list-style-type: none"> <li>• To be agreed at school level – more entry/exit points likely to be preferable for schools. National guidance to be followed on this and detailed arrangements set out in School Emergency Childcare Hub and shared with all staff involved. This will include staggered starts through designated entrance and exit to building.</li> </ul>
6.	Has access to the building/site been restricted to visitors and contractors etc.	Y	Green	<p><b>Only the minimum number of staff required in the school building.</b></p> <p>Essential personnel by prior arrangement only – all protocols to be observed. Member of SLT on duty will ensure that all visits etc are co-ordinated by them to ensure that numbers of people in the building support safe social distancing and levels of social interaction.</p> <p>Emergency contractors, as above and when learners are not in attendance where possible. For ongoing essential construction works Corporate Landlord and Capital will work with contractors to ensure appropriate mitigation is in place such as sites physically separated from rest of building and contractors use separate entrances etc.</p> <p>Other essential visitors only where the impact of nonattendance would cause further harm (e.g. essential maintenance contractors, Emergency services)</p>



7.	Is it practicable to confine visitors to strictly defined areas and avoid unnecessary movements around the building?	Y	Green	<p><b>Only the minimum number of staff required in the school building.</b></p> <ul style="list-style-type: none"> <li>• 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 in place are followed.</li> <li>• Visitor guidelines to be reviewed and updated by HT and School Administrator to explain latest developments and expectations.</li> <li>• 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.</li> <li>• 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).</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>
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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.	Y	Green	<ul style="list-style-type: none"> <li>• These areas are clearly marked, and use is in compliance with national and local guidelines.</li> <li>• Procurement of Hand Sanitiser and Cleaning materials to support teams and to be monitored and ordered by the DHT (Ailsa Johnstone). Additional PSA hours used to support management of this.</li> </ul>
9.	Is advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and were people congregate.	Y	Green	<ul style="list-style-type: none"> <li>• National guidance to be followed and detailed arrangements to be set out and shared with all staff.</li> <li>• Weekly walk around 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.</li> </ul>
10.	Are the signs displayed reviewed and replaced as necessary?	Y	Green	<ul style="list-style-type: none"> <li>• 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</li> </ul>

**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	Routine cleaning is in progress to ensure buildings are fit for small groups of staff to return and a full deep clean will be undertaken prior to all pupils return.
2.	Is the ongoing cleaning frequency sufficient and is cleaning required and can cleaning be undertaken when site/building/premises is occupied?	Y	Green	Daily cleaning will be undertaken by Cleaning Services, supplemented by Janitorial staff undertaking regular cleaning of frequent hand touch points during the school day. All surface cleaning will be undertaken using EN14476 rated (for destroying enveloped viruses) disinfecting solutions. Systems in place for cleaning schedules for spaces, resources and hard surfaces.

3.	Are all hand contact points cleaned on a frequent basis including, door furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, toilets, canteen / food preparation areas.	Y	Green	Items which cannot be effectively disinfected between uses will be temporarily taken out of use. Approaches to ensuring cleaning is completed will be reflective of normal cleaning schedules and the appropriate equipment agreed (for example ICT equipment being cleaned using wipes). DHTs managing resource cleaning and procedures to ensure hygiene practices are of a very high frequency.
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 work stations during the day.	Y	Green	Products to be ordered by individual schools. Facilities Management to assist in storing and replenishing appropriate cleaning materials. School Administrator to manage this during school building partial closure.

**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>			This will be the responsibility of Robertsons who are the owner and landlord of the premises.

1.	Fire Safety Systems / Emergency Lighting.	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.
2.	Ventilation / Humidity / Lighting & Heating.	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.
3.	Gas Installations.	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.
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.
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.
6	Lift Statutory Inspections.	Y	Green	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:

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Date:

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## 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>Employee Safety –</b>								
Psychological well being	Staff	<p>Regular communication is in place (individual and group) to ensure staff are not ill-informed about returning to work safely.</p> <p>New workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in procedures and policies and disseminated to employees through line managers and HR.</p> <p>Line managers are aware of how big changes to working arrangements may cause additional work-related stress and affect their employees' mental health and wellbeing.</p> <p>Managers hold regular informal discussions with their team and look at ways to reduce causes of stress.</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	Major	Possible	Medium	January 2021 and ongoing pending up to date guidance.	TBC

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.						
Psychological wellbeing – Continued	Staff	<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>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.</p> <p>Employees are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc) through line managers.</p>						
Virus transmission in the workplace	Staff, visitors, contractors , pupils	<p>Specific individual worker risk assessment (appendix A) has been undertaken for those who have a self-declared health condition which could increase their risk profile.</p> <p>The inspection checklist above has been undertaken to identify the control measures to consider reducing the risk of workplace infections and as part of a proactive monitoring regime and checking that preventative and protective control measures are implemented in line with current health and safety general duties.</p> <p>Staff are requested to work remotely where possible and for the foreseeable future (provided it does not interfere with workload commitments).</p> <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	Extreme	Possible	High	January 2021 and ongoing pending up to date guidance.	TBC

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
Virus transmission in the workplace – Continued	Staff, visitors, contractors , pupils	<p>Work has been arranged so that staff are able to maintain the government guidelines for social distancing based on our industry (The latest Guidance on these measure can be found by clicking the following link <a href="#">Social Distancing Guidelines</a>).</p> <p>Staff activities are digital to promote current government guidance.</p> <p><b><u>For those staff in school:</u></b></p> <p>Staff face to face contact has been limited with each other to 15 minutes or less and the number of colleagues they engage with.</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>Employees are educated on preventative care.</p> <p>Hygiene guidance is given such as avoiding touching eyes, nose, mouth and unwashed hands, cover your cough or sneeze with a tissue, and throw it away in a bin and wash your hands.</p> <p>Posters are displayed that encourage staying home when sick, cough and sneeze etiquette.</p> <p>Alcohol hand gel has been placed at the entrance to the workplace and in other areas where they will be seen.</p> <p>Staff have been instructed to clean their hands frequently, to wash their hands with soap and water for at least 20 seconds followed by the use of an alcohol-based hand sanitiser that contains at least 60-95% alcohol.</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
Virus transmission in the workplace – Continued	Staff, visitors, contractors , pupils	<p>Soap and water and alcohol-based hand rubs are provided in the workplace and adequate supplies are maintained.</p> <p>Social distancing while at work is maintained by continuing to limit social interactions by staggering start/finish times and lunchtime.</p> <p>Staff bring their own provisions in for lunch.</p> <p>The canteen is only to be used to provide seating, with staggered entry to maintain social distancing rules.</p> <p>Social gathering amongst employees have been discouraged whilst at work.</p> <p>Staff requested to keep in touch through remote technology such as phone, internet and social media.</p> <p>Staff have been separated into teams to reduce contact between employees.</p> <p>Desks are arranged to maintain a minimum of 2 meters from each other, with employee's facing in opposite directions.</p> <p><u>PPE</u> is considered for work processes where close contact is required.</p> <p>Adequate training has been made on what PPE is required (i.e. gloves, masks, aprons, Filtering Face Pieces (P3), goggles, the correct donning/doffing of PPE and face fit testing).</p> <p><u>ACC quick guides</u> for correct donning and doffing of PPE for <u>non-AGPs</u>. as well as for <u>AGPs</u>. 19 has been utilised for examples in best practice for putting on and taking off (donning and doffing).</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
Virus transmission in the workplace – Continued	Staff, visitors, contractors , pupils	<p>The Scottish Government and Health Protection Scotland response page is monitored regularly for latest details on guidance and advice.</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> <p>Staff discouraged from hand shaking and general close personal greetings</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					
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
Someone entering the workplace with COVID-19	Staff, visitors, contractors, pupils	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.  Work with our supply chain to ensure that they're adopting good practices to prevent the spread of COVID-19 to discuss arrangements and control measures.  Staff are made aware of COVID-19 symptoms via training sessions and visual aids such as posters in key locations, screensavers  External visitors will be actively discouraged. Parents will be encouraged to make contact by email / phone and not in person.  Anybody visiting site will be informed that they are not to enter if they're experiencing COVID-19 symptoms and will be advised to self-isolate in line with government recommendations  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 Choose an item.	Extreme	Possible	Medium	January 2021 and ongoing	TBC
Someone entering the workplace with COVID-19	Staff, visitors, contractors, pupils							

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>Travel, Access &amp; Egress</b>									
Travelling to work	Staff, visitors, contractors	Sufficient parking restrictions to maintain social distancing measures in place.  Workers will be instructed to use their own transport for work activities.  Workers told to avoid public transport where applicable and using alternatives e.g. cycling, walking to work etc	P	Moderate	Possible	Medium	January 2021 and ongoing pending up to date guidance.	TBC	
Driving at work	Staff, Contractors	Staff roles that are required to car share are considered and whether this could continue.	P	Extreme	Likely	High	January 2021 and ongoing pending up to date guidance.	TBC	
Entry and exit to building	Staff, visitors, contractors , pupils	Entry and exits to the building/site will be planned and managed to support physical distancing within the building  Access and exit from a building involving signing in/out at reception digitally managed, any touchscreen technology avoided.  External visitors will be actively discouraged. Parents will be encouraged to make contact by email / phone and not in person.	P	Major	Possible	Medium	January 2021 and ongoing pending up to date guidance.	TBC	

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.						
Entry and exit to building – Continued	Staff, visitors, contractors, pupils	<p>Any essential visitors confined to strictly defined areas and unnecessary movements around the building avoided.</p> <p>Hand sanitiser pump action containers are available in every work area and on main travel routes through the building/site including access and egress areas</p> <p>Advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and where people congregate.</p> <p>Signs displayed reviewed and replaced as necessary.</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.						
Cleaning and hygiene measures								

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.						
Environmental Cleaning	Staff, visitors, contractors , pupils	A deep clean of the property / site before returning is performed if required.	P	Minor	Possible	Low	TBC pending up to date guidance.	
Cleaning Frequency	Staff, visitors, contractors , pupils	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 from 11th August and ongoing	
Commonly touched surfaces	Staff, visitors, contractors , pupils	All hand contact points cleaned on a frequent basis throughout the day including, door handles, light switches, furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, toilets, canteen / food preparation areas.  Where practical, curtains and blinds are removed to minimise the areas where viruses can be difficult or time consuming to remove.  Blinds kept opened and locked if they cannot be removed.  Rugs and mats are removed where safe to do so to make cleaning and disinfection of floors easier. Appropriate cleaning products are used during daily preventative clean regime.  Staff avoid touching common pieces of equipment such as printers/scanners/faxes and use only dedicated work equipment on the workstations.  Any use of common work equipment is restricted and managed.	P	Moderate	Possible	Medium	In place from 11th August and ongoing	

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Use of cleaning products	Staff, visitors, contractors , pupils	Persons undertaking the cleaning been instructed with clear safe usage instructions.  The relevant Safety Data Sheet and COSHH assessment is provided for the substances in use  Correct PPE is provided for the use of cleaning materials	P	Moderate	Possible	Medium	In place from 11th August and ongoing	TBC
Housekeeping	Staff, Contractors, pupils	Appropriate cleaning products are provided, so that staff can frequently clean their work stations during the day.  Staff provided with waste bins lined with a plastic bag so that they can be emptied without contacting the contents.  Staff are instructed that the emptying of bins and wastepaper baskets should be followed by hand washing.	P	Moderate	Possible	Medium	In place from 11th August and ongoing	TBC

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

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



HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
<b>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, visitors, contractors , pupils	Workplace temperatures are not too hot or too cold (at least 17 degrees Celsius).  Measures can be taken to control temperature extremes and/or humidity levels such as through computerised EHAV system.	E	Minor	Possible	Low	January 2021 and ongoing.	TBC
Ventilation	Staff, visitors, contractors , pupils	Natural ventilation is available in the workplace, e.g. windows or open doorways.  If natural ventilation is insufficient, ventilators, fans or air conditioners provided to ensure a consistent flow of fresh air.  Air exchange rate of the air handling system meet standard requirements for the occupants in the building.  Ventilation systems have been adequately maintained and serviced.	E	Minor	Possible	Low	January 2021 and ongoing.	TBC

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>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, visitors, contractors , pupils	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 and ongoing	TBC

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>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								

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.						
Water outlets Legionella	Staff, visitors, contractors , pupils	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 and ongoing	TBC
Drinking water	Staff, visitors, contractors , pupils	Drinking water facilities safe for use i.e. provided at refreshing temperatures (not warm).  Drinking water should ideally be "live" from the potable water main or from storage that is properly designed, sealed from ingress of dirt, vermin etc. and with good circulation.	P	Moderate	Possible	Medium	August 2020 and ongoing	TBC

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Statutory Inspections	Staff, visitors, contractors , pupils	Responsible person has carried out checks on your building in the following areas:  Thorough examination, inspection, test and maintenance certificate and logs available and up-to-date for the premises, plant and equipment e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems.	P	Major	Possible	Medium	August 2020 and ongoing	TBC
Lift Statutory Inspections	Staff, visitors, contractors , pupils	The thorough examination, inspection, testing and maintenance records for the lifts in date.	P	Major	Possible	Medium	August 2020 and ongoing.	TBC
Plant and Equipment	Staff, visitors, contractors , pupils	There is a planned preventative maintenance schedule and inventory available for key items of plant and equipment and are up-to-date  All fixed guards on machinery in place, secure and well maintained.  The safety devices and controls e.g. emergency stops, light guards etc been checked to ensure safe operation.  Defective equipment been taken out of service awaiting repair.	E	Major	Possible	Medium	August 2020 and ongoing.	TBC

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.		<b>EXISTING/ PRPOSED</b> 'E' or 'P'	<b>Possible Outcome</b>	<b>Likelihood</b>	<b>Risk rating:</b> High Medium Low	<b>Proposed Timescale</b>	<b>Action Completed Date/Initial</b>
	Staff, visitors, contractors	Enough space is available for personnel to undertake their tasks safely and comfortably.  Personnel have the appropriate competences and/or trained to use machines/work equipment.							
<b>Signed:</b>		<b>Assessment Date:</b> Jan 2021	<b>Further action required:</b> N		<b>Action Review Date(s):</b>		Jan 5 <sup>th</sup> 2021		
<b>Name:</b>					<b>Next Review Date:</b> TBC				

## Action Plan

Point Ref	Details of Corrective Action Required	Timescale	Responsible Person	Closed Out
A2	Risk assessment for staff with self-declared health condition to be and agreed with Trade Unions	June 2020, Updated Jan 5 <sup>th</sup> 2021 in line with Lockdown guidelines.	CJ/P&O	
A1	Risk assessment for staff with self-declared health condition to be undertaken with all relevant staff	June 2020, Updated Jan 5 <sup>th</sup> 2021 in line with Lockdown guidelines.	Line managers/H&S	
A3	Tracking system to be developed and maintained for vulnerable staff	June 2020, Updated Jan 5 <sup>th</sup> 2021 in line with Lockdown guidelines.	CJ//P&O/line managers	
A5c	Guidance on school building arrangements for each building to be created and circulated as appropriate	June 2020, Updated Jan 5 <sup>th</sup> 2021 in line with	HTs /Corporate Landlord	

		Lockdown guidelines.		
A5-A9	Staff training around handwashing, PPE, social distancing and one-way systems to be developed and completed by all staff	June 2020, Updated Jan 5 <sup>th</sup> 2021 in line with Lockdown guidelines.	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, Updated Jan 5 <sup>th</sup> 2021 in line with Lockdown guidelines.	Corporate Landlord	
B8	Co-ordinated procurement of PPE including hand sanitiser and cleaning materials	June 2020, ongoing	FL/H&S	
C	Soft furnishings/blinds/mats etc to be removed where safe to do so	August 2020, ongoing	HTs /Corporate Landlord	
C1	Each school building to be deep cleaned before staff and/or pupils return	June 2020, ongoing	Facilities	
C2-4	Cleaning guidance issued to all schools	June 2020, ongoing	Facilities	
C8	Provision of appropriate cleaning products and usage instruction to school staff	June 2020, ongoing	Facilities	
D1-6	All required building related safety inspections undertaken and completed	August 2020, ongoing.	Corporate Landlord	

Additional Comments	Updated on 5 <sup>th</sup> Jan 2021 due to new Lockdown restrictions initially until 1 <sup>st</sup> Feb 2021.
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Signed:

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Date:

5<sup>th</sup> Jan 2021

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

### Step 1

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.

### Step 2

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.

### Note

**This checklist is not exhaustive: other issues with the worker's work conditions/place may need to be considered.**

**The risk assessment should be reviewed on a regular basis throughout the employment and any necessary control measures put in place.**

<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 <b>Yes</b> 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		

**Risk**

The level of risk will depend on;

1. • the work environment
2. • the type of work carried out
3. • the distance that can be maintained between the employee and any possible source of infection
4. • the level of hand cleaning regime in place
5. • the level of information provided
6. • the effectiveness of existing controls that are in place

In some cases, workers may be more vulnerable to infection because of age (70 and over) or an existing condition such as:

- chronic (long-term) respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis
- chronic heart disease, such as heart failure
- chronic kidney disease
- chronic liver disease, such as hepatitis
- chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), a learning disability or cerebral palsy
- diabetes
- problems with your spleen - for example, sickle cell disease or if you have had your spleen removed
- a weakened immune system as the result of conditions such as HIV, or medicines such as steroid tablets or chemotherapy
- being seriously overweight (a BMI of 40 or above)

**How to minimise the Risk**

When assessing the infection risks to staff the following controls should be considered:

Avoid contact with possible sources of infection by;

1. • Avoiding having to work in areas where there is a known covid-19 sufferer where possible
2. • 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
3. • wearing gloves, where practicable, to prevent contact with potentially contaminated surfaces
4. • ensure employees have the facilities to carry out regular hand washing using soap and water for 20 seconds or hand sanitiser
5. • provide employees information about the symptoms and the control measures required
6. • provide employees with the correct ppe
7. • employees to report situations which they feel may have exposed them to the virus

If a person is aged 70 or over or suffering from any of the chronic conditions as described then they should have been advised to shield and stay/work at home.

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.

Any other issues

Further action required

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**

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

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