

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.

Service area: Integrated Children and Family Services
Site Address: St Peter's RC Primary School, 74 Dunbar St, Aberdeen AB24 3UJ
Service manager: Chief Education Officer
Inspection Undertaken by: Head Teacher – Josephine Martin
Approved by: Caroline Duguid

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

A: Employees – Consider what impact returning to work would have on your employees and how to keep your employees safe.				
No	Issues	Y/N/ NA	Rating R/A/G	Comments
1.	Has a risk assessment been undertaken for those who have a self-declared health condition which could increase their risk profile.	Y	Green	A template for an individual worker's risk assessment is provided at the end of this document.
2.	Have you engaged with Trade Unions and staff during the reinstatement of the work process and in the drafting of this risk assessment to consider work processes and required controls?	Y	Green	Risk assessment to be agreed with TUs and in line with SG guidance
3.	Are you tracking people who have been identified as high risk/are shielding.	Y	Amber	Core HR

				Workforce planning Group to establish City overview and process to manage and maintain
4.	Where practicable will staff still be allowed to work from home/remotely.	Y	Amber	Ongoing review
5.	Can all staff maintain the Scottish Government guidelines for social distancing based on your industry (The latest Social Distancing Guidelines available here). These could include but are not limited to the following:	Y	Amber	<p>2 m distancing should be maintained between staff, other adults, and between staff and pupils. Classrooms are arranged so that staff can maintain 2 m distancing (e.g. staff workstation 2m from nearest pupil desks). Teacher / staff workstations will be wiped down between each use by different individuals, hand washing facilities / hand sanitiser available.</p> <p>Pupils assigned to learn within specific groups (where possible) for the duration of the school day to avoid large gatherings / groups and spaces / areas becoming crowded.</p> <p>However, this may be compromised by needs of individual pupils... A different arrangement is in place for a Targeted Support group of pupils with specific needs. For example, an area designated in classrooms / teaching areas if 1-2-1 support needed.</p> <p>PPE provided for any members of staff who require to come into close contact (within 2 m of a pupil (e.g. for additional support needs, first aid, etc.).</p> <p>Staffroom altered and numbers limited to take 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 above.
5b	Are you able to limit the amount of contact staff have with each other to 15 minutes or less	Y	Green	See above.
5c	Are you able to implement a one way flow system and provide visual aids (e.g. distancing markers, signage, flow system markers) for maintaining two metres distance.	Y	Green	We will implement a keep left policy in all parts of the buildings apart from the annexe staircase where there will be a one way system (pupils are going either up or down and never passing one another). We will use or adapt the signs provided by Aberdeen City Council to provide appropriate visual aids in the places where they are needed.
6.	Have staff been trained / notified before returning to work on any new procedures.	Y	Green	Handwashing PPE Social Distancing Training to be completed by all staff before opening

7.	Have staff been instructed on how to hand wash effectively, for the suggested duration and maintain good hygiene practices.	Y	Green	As above Ensure signage is available at all hand wash stations
8.	Have staff been instructed on social distancing where practicable while at work.	Y	Green	See 5. above.
9.	Have staff been trained on what to do if they are experiencing COVID-19 symptoms.	Y	Green	Reissued within Risk assessment and PPE Guidance during staff training
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	Staff have been advised to avoid public transport if possible. If using public transport, social distancing should be observed, along with the wearing of a face covering. Staff have been advised not to car share. Where at all possible, staff will continue to work from home. SLT/MAMs meeting using Teams – and with central officers.

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

No	Issues	Y/N/ NA	Rating R/A/G	Comments
1.	Are you able to implement sufficient parking restrictions to maintain social distancing measures, where car use is required to perform a role?	Y	Amber	Reminder to HSLO if return to normal duties are implemented
2.	Are workers required to use either their own vehicle or company vehicle to travel to their task?	N	Green	Schools to adopt car park protocol (eg all reverse parking to limit exiting cars at same time)
3.	Are workers avoiding public transport where applicable and using alternatives (e.g. cycling, walking to work etc).	Y	Green	Where possible. If using public transport, social distancing should be observed, along with the wearing of a face covering.
4.	Have you considered staff that are required to vehicle share for their role and whether this could continue?	Y	Green	Escorts and pupils to follow advice for public transport i.e. wearing of 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	National guidance to be followed on this and detailed arrangements set out in School Recovery Plan. Only the Dunbar St entry/exit will be in use. All doors to the buildings will be used and the Recovery Plan details the year groups who use each door.
6.	Has access to the building/site been restricted to visitors and contractors etc.	Y	Green	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)
7.	Is it practicable to confine visitors to strictly defined areas and avoid unnecessary movements around the building?	Y	Amber	Emergency contractors would be confined to the area where the work is needed. If there are other visitors, they would be confined to the office area of the school. 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	Amber	Procurement of Hand Sanitiser and Cleaning materials. This is being organised centrally. Plenty of sanitiser in school. The units will be installed at entry points before all pupils return.
9.	Is advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and where people congregate.	N	Green	National guidance to be followed and detailed arrangements to be set out in School Recovery plan. Updated hand washing signage is on the front door and will be in place in all areas before pupils and staff return in August.

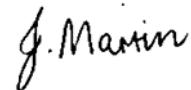
10.	Are the signs displayed reviewed and replaced as necessary?	N	Amber	Weekly check to be added to risk assessment for signage. Janitors to replace signage where necessary. Janitors will require access to school printing facilities for this
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C: Cleaning 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	Initial cleaning is in progress to ensure buildings are fit for small groups of staff to return and a full deep clean will be undertaken prior to pupils' return on 12 th August.
2	Is the ongoing cleaning frequency sufficient and is cleaning required and can cleaning be undertaken when site/building/premises is occupied?	Y	Green	Daily cleaning will be undertaken by Cleaning Services, supplemented by Janitorial staff undertaking regular cleaning of frequent hand touch points during the school day. All surface cleaning will be undertaken using EN14476 rated (for destroying enveloped viruses) disinfecting solutions.
3.	Are all hand contact points cleaned on a frequent basis including, door furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, toilets, canteen / food preparation areas.	Y	Green	In addition to the answer in 2 above, discussion is ongoing at the School Readiness for Reopening Group to determine who will clean IT equipment, toys and other resources. Items which cannot be effectively disinfected between uses will be temporarily taken out of use.
4	Have persons undertaking the cleaning been instructed with clear safe usage instructions.	Y	Green	All FM staff are trained in the safe methods of work for activity within their service areas. COVID-19 specific risk assessments have been completed and shared with all staff. Supplementary service specific FAQ's have also been prepared and shared with staff upon their return to work.
5	Can where practical curtains and blinds be removed to minimise the areas where viruses can be difficult or time consuming to remove.	N	Amber	Individual member of staff to manage blinds in each areas of school. Discussed this with janitor who said they cannot easily be removed. We will make arrangements to tie them in place. There are no electronic blinds
6	Can blinds be kept opened and locked if they cannot be removed.	Y	Amber	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 rugs and mats have been removed and stored.
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.

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
	Has your responsible person carried out checks on your building in the following areas:			
1.	Fire Safety Systems / Emergency Lighting.	N	Green	All completed.
2.	Ventilation / Humidity / Lighting & Heating.	N	Amber	Checks are all completed. Staff still concerned about ventilation in annexe classrooms. Windows will be opened in all rooms at the beginning of each day.
3.	Gas Installations.	N	Green	Checks are all completed.
4.	Legionella Controls.	Y	Green	Checks are all completed.
5.	Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance.	N/A	Green	
6	Lift Statutory Inspections.	N/A	Green	

Signed:



Date: 11th August 2020

COVID-19 Health & Safety Risk Assessment

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Employee Safety –								
Psychological well being	Staff	Regular communication is in place (individual and group) to ensure staff are not ill-informed about returning to work safely.	E	Major	Possible	Medium	ongoing	11/08/2020 JM
Psychological wellbeing Continued	Staff	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. 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. Managers hold regular informal discussions with their team and look at ways to reduce causes of stress. Concerns on workload issues or support needs are escalated to line manager. Managers are trained to recognise signs and symptoms that a person is working beyond their capacity to cope and deal						

		<p>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>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>						
Psychological wellbeing	Pupils	<p>Contact with individual parents/carers at initial return to ensure relevant, appropriate information is passed on and shared with staff in a timely manner through SEEMIS</p> <p>Ensure first aiders on site at all times following appropriate ratios.</p> <p>Ensure named Child Protection Officer is available within each setting. Parents have been reminded of these arrangements within the Contingency Plan.</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>	E	Major	Possible	Medium	ongoing	11/08/2020 JM
Virus transmission in the workplace	Staff, visitors, contractors , pupils	<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</p> <p>Test and Protect see link below</p>	P	Major	Possible	Medium	ongoing	11/08/2020 JM

Virus transmission in the workplace – Continued	Staff, visitors, contractors , pupils	<p>https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect-information-leaflet-2/pages/coronavirus-covid-19-test-and-protect---step-by-step-guide/</p> <p>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. 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>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 Social Distancing Guidelines).</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>We have an identified isolation area where pupils can wait and a process for them to be moved to outside to meet parents to be taken home</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>					
Virus transmission in the workplace – Continued	Staff, visitors, contractors , pupils						

Virus transmission in the workplace – Continued	Staff, visitors, contractors , pupils	<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> <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. Staffroom has been altered and numbers limited to take account of social distancing and to provide a rest area for staff.</p> <p>Social gatherings 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. 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. We have a team for the main building, a team for the portakabin and a team for the annexe.</p>						
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		<p>Desks are arranged to maintain a minimum of 2 meters from each other, with employees facing in opposite directions.</p> <p>PPE 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> <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>					
Someone entering the workplace with COVID-19	Staff, visitors, contractors , pupils	<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>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.</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	Extreme	Possible	Medium	June 2020 and ongoing JM 11/08/2020

		<p>External visitors will be actively discouraged. Parents will be encouraged to make contact by email / phone and not in person.</p> <p>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</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>						
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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
Travel, Access & Egress								
Travelling to school buildings	Staff, visitors, contractors	<p>Sufficient parking restrictions to maintain social distancing measures in place.</p> <p>Workers will be instructed to use their own transport for work activities.</p> <p>Workers told to avoid public transport where applicable and using alternatives e.g. cycling, walking to work etc. If public transport or car sharing cannot be avoided, staff or pupils should be encouraged to follow current government advice in respect of "face coverings".</p> <p>On arrival at the site, pupils and staff will thoroughly wash their hands at entrances for at least for 20 seconds or use hand sanitiser gel immediately on entry to the workplace.</p>	P	Moderate	Possible	Medium	ongoing	11/08/2020 JM

		<p>Children are encouraged to avoid travelling to school on public transport, with walking and cycling being promoted where safe to do so.</p> <p>School transport will be available, but hand sanitising must take place before every journey.</p> <p>For pupils using bicycles, bike racks will be available, but any adults (e.g. non teaching staff) supervising / supporting pupils will need to maintain 2 m distancing between each other and the pupils.</p>						
Driving at work	Staff, Contractors	Staff roles that are required to car share are considered and whether this could continue.	E	Extreme	Unlikely	High	August 2020	11/08/2020 JM
Entry and exit to building	Staff, visitors, contractors , pupils	<p>Entry and exits to the building/site will be planned and managed to support physical distancing within the building</p> <p>Access and exit from a building involving signing in/out at reception digitally managed, any touchscreen technology avoided.</p> <p>Pupils have been given identified entrances depending on the location of the first classroom to maintain physical distancing from adults.</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.</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>	P	Major	Possible	Medium	August 2020	11/08/2020 JM

Maintaining 2m distancing	Staff, pupils, visitors (agreed only in advance)	<p>Physical contact will be minimised and only take place where a risk assessment has been completed and appropriate PPE arrangements in place (Education PPE Guidance to be followed).</p> <p>Emergency evacuation procedures/ fire drill & muster point updated and shared with 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 & 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>All staff to monitor practice and alert SLT of any potential risks. This will trigger a review of this risk assessment</p> <p>If a service user refuses to comply with ACC risk assessment, they will be asked to work from home.</p> <p>The number of learners/staff within each area is limited as appropriate with regard to the 2m distancing rule.</p>	P	Major	Possible	Medium	August 2020	11/08/2020 JM
Orientation/ Training	Staff, pupils, visitors (agreed only in advance)	<p>Staff, pupils and parents have been provided with the School Recovery Contingency Plan which details issues such as the following:</p> <p>Prior to August 11th (on in-service day 10th August)</p> <p>All staff will complete health and safety orientation:</p> <ul style="list-style-type: none"> • Social distancing and one-way system plans • Handwashing training • PPE Training 	P	Major	Possible	Medium	August 2020	11/08/2020 JM

		<ul style="list-style-type: none"> • Updated First Aid Training (for relevant staff) • Updated Fire Evacuation Procedures (The latest Guidance on these measures can be found by clicking the following link Social Distancing Guidelines). <p>On first day of school entry</p> <ul style="list-style-type: none"> • Pupils will complete an induction including health & safety orientations, which will address: • Social distancing and one-way system plans for staff/other adults • Handwashing training <p>All will take responsibility for challenging those not following guidance.</p>					
Personal Hygiene	Staff, pupils, visitors (agreed only in advance)	<p>Staff will follow good infection control guidance (Infection Prevention and Control in Childcare Settings (Day Care and Childminding Settings)).</p> <p>Handwashing procedure posters are displayed in areas where handwashing takes place.</p> <p>All pupils and staff will wash hands before entering setting and build handwashing into daily routine</p> <p>Where hand washing facilities are limited, hand sanitiser will be provided. Classrooms and work areas which do not have a sink will have a supply of hand sanitiser.</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	Major	Possible	Medium	August 2020 JM

		<p>All children, young people and staff will wash their hands with soap and water for at least 20 seconds, or use an alcohol-based hand sanitiser.</p> <ul style="list-style-type: none"> • Handwashing will take place: • When entering the building (and returning after lunchtime) • After using the toilet • Before and after eating or handling food • Before leaving the building/getting into their car, • After blowing the nose • After sneezing or coughing • When changing classroom • Prior to entering school transport • When arriving home 					
Dining arrangements	Staff, pupils, visitors (agreed only in advance)	<p>Staff and pupils should bring their own snack etc for morning interval if required and packed lunch for the first week. The provision of free school meal vouchers will continue until 14 August.</p> <p>For week commencing Monday 17th August, packed lunch service will be provided. Further discussions will be required on a site by site basis as to how service will be delivered and from where.</p> <p>For week commencing Monday 24th August, return to full service. Again further discussions will be required on a site by site basis to determine exactly how service will be provided.</p> <p>Morning breaks and lunch breaks should be staggered to reduce the number of pupils queuing / congestion in the dining hall.</p> <p>All staff leaving the site for lunch must follow the guidelines for social distancing in takeaways and shops. - These arrangements will be reviewed as restrictions are reviewed</p>	P	Major	Possible	Medium	August 2020 JM

		<p>Any staff or pupils leaving the site must comply with social distancing guidelines for shops and takeaways.</p> <p>Any uneaten food / waste wrappers etc will be taken home, to help reduce the risk of infection spread.</p>						
Use of Toilets	Staff, pupils, visitors (agreed only in advance)	<p>Supervision of pupils at break times – maintenance of 2m distancing between adults and pupils. Break times will be staggered to facilitate use.</p> <p>There will be a strong emphasis on hand washing after visiting the toilet, and hand washing may require to be supervised for younger children. All children will be encouraged to hand wash when returning to class too.</p> <p>There will be a visual system in place for staff toilets too.</p>	P	Major	Possible	Medium	August 2020	11/08/2020 JM
Employees / Service user becomes unwell	Staff, pupils, visitors (agreed only in advance)	<p>In line with procedures and guidance, only allow employees and service users in good health to be in the setting.</p> <p>If someone develops any of the symptoms:</p> <ul style="list-style-type: none"> ● a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) ● a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) ● loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal <p>Follow current NHS guidance https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>All school staff will be asked to familiarise themselves with the local <u>Test, Trace, Isolate and Support Strategy</u>.</p> <p>Follow procedures to remove from setting where someone becomes unwell.</p>	E	Major	Possible	Medium	August 2020	11/08/2020 JM

		<p>Employee</p> <ul style="list-style-type: none"> Immediately leave the building and go directly home . Arrangements will be made for class cover. <p>Service User</p> <ul style="list-style-type: none"> Isolation area within the building identified (e.g. meeting room) in case of any individuals who present as unwell during the session (consider near entrance). Emergency contact list accessible and up to date Request for immediate collection by parents/carers On collection, immediately leave the building and go directly home Facilities informed and deep clean carried out 					
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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
Cleaning and hygiene measures								
Environmental Cleaning	Staff, visitors, contractors , pupils	A deep clean of the property / site before returning is performed if required.	E	Minor	Possible	Low	completed	11/08/2020 JM
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. No janitor available from 12 noon each day. SMT and PSAs will have to ensure touchpoints and annexe bannister is sanitised.	P	Moderate	Possible	Medium	In place from 11th August and ongoing	11/08/2020 JM

Commonly touched surfaces	Staff, visitors, contractors , pupils	<p>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.</p> <p>Where practical, curtains and blinds 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 printers/scanners/faxes and use only dedicated work equipment on the workstations.</p> <p>Any use of common work equipment is restricted and managed.</p>	P	Moderate	Possible	Medium	In place from 11th August and ongoing	11/08/2020 JM
Use of cleaning products	Staff, visitors, contractors , pupils	<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</p> <p>Correct PPE is provided for the use of cleaning materials</p>	E	Moderate	Possible	Medium	In place from 11th August and ongoing	11/08/2020 JM
Housekeeping	Staff, Contractors, pupils	<p>Appropriate cleaning products are provided, so that staff can frequently clean their work stations during the day.</p> <p>Staff provided with waste bins lined with a plastic bag so that they can be emptied without contacting the contents.</p> <p>Staff are instructed that the emptying of bins and wastepaper baskets should be followed by hand washing.</p>	E	Moderate	Possible	Medium	In place from 11th August and ongoing	11/08/2020 JM

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 lightning conductors / protection.</p>	E	Extreme	Possible	Medium	August 2020	11.08.2020 JM

		The fire risk assessment is suitable & sufficient / current.						
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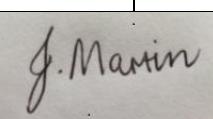
HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Ventilation / Humidity / Lighting & Heating Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here 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	Aug 2020	11.08.2020 JM
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.	E	Minor	Possible	Low	Aug 2020	11.08.2020 JM

		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.						
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HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Gas Installations - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Gas Installations	Staff, visitors, contractors , pupils	Gas installations e.g. boilers have 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).	E	Extreme	Possible	High	August 2020	11.08.2020 JM

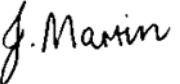
HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Legionella/Water Systems/Hygiene - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Water outlets Legionella	Staff, visitors, contractors , pupils	Tanks, taps and shower outlets inspected and maintained. Suitable controls in place to reduce the risk of legionnaires disease. All other outlets to have been run for 5mins to eliminate standing water, prior to staff returning	E	Major	Possible	Medium	August 2020	11/08/2020 JM
Drinking water	Staff, visitors, contractors , pupils	Separate drinking water facilities are available for staff and pupils to fill their own water bottles. Facilities will be wiped down after each use.	P	Moderate	Possible	Medium	August 2020	11/08/2020 JM

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								
				Major	Possible	Medium	August 2020	N/A

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.						
Lift Statutory Inspections	Staff, visitors, contractors , pupils	The thorough examination, inspection, testing and maintenance records for the lifts in date.		Major	Possible	Medium	August 2020	N/A
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. Enough space is available for personnel to undertake their tasks safely and comfortably. Personnel have the appropriate competences and/or trained to use machines/work equipment.	E	Major	Possible	Medium	August 2020	N/A
Signed:	 Josephine Martin		Assessment Date: 11/08/2020	Further action required: Yes	Action Review Date(s):11/08/2020 Next Review Date:14/08/2020			
Name:								

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	CJ/ P&O	Yes
A1	Risk assessment for staff with self-declared health condition to be undertaken with all relevant staff	June 2020	Line managers/H& S	Yes
A3	Tracking system to be developed and maintained for vulnerable staff	June 2020	CJ//P&O/line managers	Yes
A5c	Guidance on school building arrangements for each building to be created and circulated as appropriate	June 2020	HTs /Corporate Landlord	Yes
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	Yes
B6/B7	Contractor and visitor to schools protocol and policy to be updated and shared with all schools	June 2020	Corporate Landlord	Yes
B8	Co-ordinated procurement of PPE including hand sanitiser and cleaning materials	June 2020	FL/H&S	Yes
C	Soft furnishings/blinds/mats etc to be removed where safe to do so	August 2020	HTs /Corporate Landlord	Ongoing
C1	Each school building to be deep cleaned before staff and/or pupils return	June 2020	Facilities	Ongoing
C2-4	Cleaning guidance issued to all schools	June 2020	Facilities	Yes
C8	Provision of appropriate cleaning products and usage instruction to school staff	June 2020	Facilities	Yes
D1-6	All required building related safety inspections undertaken and completed	August 2020	Corporate Landlord	Ongoing

Additional Comments	
Signed:	 <hr/>

Date: 07/07/2020

Appendix A

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.

