

## Introduction

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

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

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

The toolkit is set out as follows

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

## Where do you start?

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

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

The inspection checklist will ask you to consider:

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

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

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

The risk assessment is setup with the same four topics as the inspection form but delves into more detail on how you intend to mitigate the risk of each identified hazard. The information contained within this document is generic and you should tailor the document to be relevant to your

service area and take into consideration any specific advice given. We've created a resource list that will allow you to quickly find the information you need from the relevant source.

### Step 3 – Action Plan

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

### Step 4 – Communication

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

### Step 5 – Review

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

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

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

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

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

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



## COVID-19 Health & Safety Inspection Checklist

The current COVID-19 'coronavirus' outbreak poses a serious risk to individuals and businesses. This inspection checklist assists in identifying the control measures to consider reducing the risk of workplace infections and as part of a proactive monitoring regime and checking that preventative and protective control measures are implemented in line with current health and safety general duties.

<b>Service area:</b> Schools
<b>Site Address:</b> St Peter's RC Primary School, 74 Dunbar St, Aberdeen AB24 3UJ
<b>Service manager:</b> Chief Education Officer
<b>Inspection Undertaken by:</b> Quality Improvement Team / Head Teacher – Liam Sturrock
<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>	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	<b>Green</b>	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	<b>Green</b>	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	<b>Green</b>	Staff are required to work in school unless this is against medical advice (following an individual risk assessment).
5.	Can all staff maintain the <a href="#">Scottish Government</a> guidelines for social distancing based on your industry ( <a href="#">The latest Social Distancing Guidelines available here</a> ). These could include but are not limited to the following:	Y	<b>Green</b>	<p>2m distancing in place between staff. Staffroom has been moved to a bigger space to allow distancing, with overflow staffroom also in use (Room 6 in Annexe). Break times are currently staggered too, which is supporting staff distancing in the staffroom.</p> <p>Staff strive to maintain distance with pupils. There are times where this is not practical (e.g., when providing support), but the timings of these occasions are kept to a minimum.</p> <p>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 for the duration of the school day to avoid large gatherings / groups and spaces / areas becoming crowded. Minimised contacts through use of groupings (each class is a “bubble”).</p> <p>Targeted support / Support for Learning to be supported within the classroom where possible. Should this take place in another learning space, this should only be with pupils in one bubble and appropriate sanitising / cleaning should take place between groups. Additional staff members in classrooms (e.g., targeted support / Sfl) to ensure distancing between staff and pupils.</p> <p>PPE provided for any members of staff who require to come into close contact (within 2m) of a pupil (e.g., for additional support needs, first aid, etc.).</p>
5a	Are you able to segregate staff's activities to promote 2 metres distance?	Y	<b>Green</b>	See above.
5b	Are you able to limit the amount of contact staff have with each other to 15 minutes or less	Y	<b>Green</b>	<p>See above.</p> <p>Staff meetings will be held online.</p>
5c	Are you able to implement a one way flow system and provide visual aids (e.g. distancing markers, signage, flow system markers) for maintaining two metres distance.	Y	<b>Green</b>	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.  Portacabins will have only one class at a time coming in / going out of the main doors.
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 Staff briefed on new changes to guidance
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  Staff have access to Rapid Lateral Flow test kits and are encouraged to test twice weekly.
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 possible.  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	Green	Staff arrive and leave car park at different times.

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 (e.g., 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 (staff) 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.  Current staggered entry time offered (8.50am – 9.10am). One class at a time will be leaving the school via the Dunbar Street exit, with distance maintained between classes at the end of the school day.
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.  Professional visitors and supply staff are only visitors currently permitted in school. Visiting staff / professionals to be encouraged to take lateral flow tests and will be expected to follow school Covid guidance / risk assessment.
7.	Is it practicable to confine visitors to strictly defined areas and avoid unnecessary movements around the building?	Y	Green	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 unless this has been agreed with the school and is considered necessary to support children. Parents to otherwise be encouraged to telephone / email school 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.	Y	Green	Procurement of hand sanitiser and cleaning materials. This is being organised centrally.  A good stock of sanitiser is held in school.
9.	Is advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and where people congregate.	Y	Green	National guidance to be followed and detailed arrangements set out in School Recovery plan. Updated hand washing signage is in all areas.
10.	Are the signs displayed reviewed and replaced as necessary?	Y	Green	Weekly check to be added to risk assessment for signage. Janitors to replace signage where necessary.

**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	Ongoing cleaning is in progress.
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	Frequent cleaning of touch points by janitors, and ongoing cleaning by Cleaning Services supporting other hand contact point cleaning.  Class teachers and learners support in cleaning resources (e.g. toys and IT equipment) between use.  Staff to clean own equipment regularly, particularly if this is shared (IT equipment, phone etc).  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 area of school. Discussed with janitor who advised they cannot easily be removed. 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	Cleaning materials available for all staff to clean workstations.

**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>			

1.	Fire Safety Systems / Emergency Lighting.	Y	Green	All completed.
2.	Ventilation / Humidity / Lighting & Heating.	Y	Green	Checks are all completed. Annexe corridor window has been repaired for effective opening. Windows will be opened in all rooms at the beginning of each day. CO2 monitoring carried out and continues to be carried out in school.
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	No lift in school

Signed:

*Liam Sturrock*

Date:

10<sup>th</sup> January 2022

## 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
<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>	E	Major	Possible	Medium	Ongoing	10/01/2022 LS

		<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 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	10/01/2022 LS
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  <a href="https://www.gov.scot/publications/coronavirus-covid-19-">https://www.gov.scot/publications/coronavirus-covid-19-</a> </p>	P	Major	Possible	Medium	Ongoing	10/01/2022 LS

<p>Virus transmission in the workplace – Continued</p>	<p>Staff, visitors, contractors, pupils</p>	<p><a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/101222/test-and-protect-information-leaflet-2/pages/coronavirus-covid-19-test-and-protect---step-by-step-guide/">test-and-protect-information-leaflet-2/pages/coronavirus-covid-19-test-and-protect---step-by-step-guide/</a></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. <i>Jan 2022: Individual risk assessments reviewed.</i></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>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 <a href="#">Social Distancing Guidelines</a>).</p> <p>Staff activities are segregated to promote 2 metres distance.</p> <p>Staff face-to-face contact has been limited with each other to 15 minutes or less (with distancing still in place).</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 and signage are used for maintaining two meters distance.</p>						
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<p>Virus transmission in the workplace – Continued</p>	<p>Staff, visitors, contractors, pupils</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> <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 entry/exit times and break times. Procedures in place to maintain bubbles during break times.</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>Staffroom has been moved to provide more space and numbers limited to take account of social distancing and to provide a rest area for staff.</p>						
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<p>Virus transmission in the workplace – Continued</p>	<p>Staff, visitors, contractors, pupils</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.</p> <p>Visitors limited to professionals who are supporting the wellbeing or specific additional needs of learners. Other visitors to maintain contact through other means (phone / digital technology).</p> <p>The use of remote technology (digital/virtual meetings) methods, meetings in outdoor settings (where possible) to support children should be used initially.</p> <p>Desks are arranged to maintain a minimum of 2 meters from each other, with employees facing in opposite directions.</p> <p>Face coverings (triple layer disposable medical surgical masks) are worn by staff in all classrooms and communal areas.</p> <p>PPE is in place 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>						
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Virus transmission in the workplace – Continued	Staff, visitors, contractors, pupils	<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> <p>Limit visiting staff who are not supporting the wellbeing or specific additional needs of learners to no more than 3 settings in a week where possible.</p>						
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<p>Someone entering the workplace with COVID-19</p>	<p>Staff, visitors, contractors, pupils</p>	<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 are 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 etc.</p> <p>Delivery drivers will call the office from the school gate and will not access the school building.</p> <p>External visitors will be actively discouraged unless prior arrangement is in place with school. Parents will be encouraged to make contact by email / phone and not in person unless agreed by school or to support a pupil.</p> <p>Anybody visiting site will be informed that they are not to enter if they are 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 are experiencing COVID-19 symptoms.</p> <p>Staff 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 and they are not fully vaccinated. Fully vaccinated staff can take lateral flow tests for 7 days and attend the workplace if these are negative as an alternative to</p>	<p>P</p>	<p>Extreme</p>	<p>Possible</p>	<p>Medium</p>	<p>Ongoing</p>	<p>10/01/2022 LS</p>
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		<p>isolation, but should immediately isolate if they experience any COVID-19 symptoms.</p> <p>Pupils can take lateral flow tests for 7 days and attend school if these are negative as an alternative to isolation, but should immediately isolate if they experience any COVID-19 symptoms. Pupils cannot attend school if they are unable / refuse to take these tests, and should complete the isolation period in line with government recommendations.</p>						
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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/ PROPOSED 'E' or 'P'</b>	<b>Possible Outcome</b>	<b>Likelihood</b>	<b>Risk rating: High Medium Low</b>	<b>Proposed Timescale</b>	<b>Action Completed Date/Initial</b>
<b>Travel, Access &amp; Egress</b>								

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>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	Moderate	Possible	Medium	Ongoing	10/01/2022 LS
Driving at work	Staff, Contractors	Staff roles that are required to car share are considered and whether this could continue.	E	Extreme	Unlikely	High	January 2022	10/01/2022 LS
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	Major	Possible	Medium	Ongoing	10/01/2022 LS

		<p>External visitors will be actively discouraged. Parents will be encouraged to make contact by email / phone and not in person.</p> <p>Any essential visitors confined to strictly defined areas and unnecessary movements around the building avoided.</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>						
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 &amp; muster point updated and shared with employees / service users prior to or on day of entry.</p> <p>Minimise contact with surfaces, e.g. tables, furniture and where there is reason for multiple use, items should be wiped prior to and following use.</p> <p>Items that come into contact with your mouth such as cups &amp; bottles will not be shared.</p> <p>Individual learners will be provided with one use resource where practical and where not, these will be wiped down between use with wipes provided.</p> <p>The outdoor areas will be used regularly, where possible, to support social distancing and staff will plan for this.</p>	P	Major	Possible	Medium	January 2022	10/01/2022 LS

		<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 will not take place. Classes to remain in bubbles currently.</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>						
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: Prior to return to school building: All staff will complete health and safety orientation:</p> <ul style="list-style-type: none"> <li>● Social distancing and one-way system plans</li> <li>● Handwashing training</li> <li>● PPE Training</li> <li>● Updated First Aid Training (for relevant staff)</li> <li>● Updated Fire Evacuation Procedures (The latest Guidance on these measures can be found by clicking the following link <a href="#">Social Distancing Guidelines</a>).</li> </ul> <p>On first day of school entry</p> <ul style="list-style-type: none"> <li>● Pupils will complete an induction including health &amp; safety orientations, which will address:</li> <li>● Social distancing and one-way system plans for staff/other adults</li> <li>● Handwashing training</li> </ul>	P	Major	Possible	Medium	August 2020 and ongoing	10/01/2022 LS

		All will take responsibility for challenging those not following guidance.						
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>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> <p>Handwashing will take place:</p> <ul style="list-style-type: none"> <li>● When entering the building (and returning after lunchtime)</li> <li>● After using the toilet</li> <li>● Before and after eating or handling food</li> <li>● Before leaving the building/getting into their car</li> </ul>	P	Major	Possible	Medium	Ongoing	10/01/2022 LS

		<ul style="list-style-type: none"> <li>• After blowing the nose</li> <li>• After sneezing or coughing</li> <li>• When changing classroom</li> <li>• Prior to entering school transport</li> <li>• When arriving home</li> </ul>						
Dining arrangements	Staff, pupils, visitors (agreed only in advance)	<p>Morning breaks are split to support bubbles.</p> <p>Dinner hall timings for classes are staggered to reduce the number of pupils queuing / congestion in the dining hall.</p> <p>No staff or pupils leave the school for lunch.</p> <p>Any uneaten food / waste wrappers etc will be taken home to help reduce the risk of infection spread.</p>	P	Major	Possible	Medium	August 2020 and ongoing	10/01/2022 LS
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 wash hands 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 and ongoing	10/01/2022 LS
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"> <li>• <b>a high temperature</b> – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>• <b>a new, continuous cough</b> – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</li> </ul>	E	Major	Possible	Medium	Ongoing	10/01/2022 LS

		<ul style="list-style-type: none"> <li>● <b>loss or change to your sense of smell or taste</b> – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal</li> </ul> <p>Follow current NHS guidance  <a href="https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19">https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19</a>  All school staff will be asked to familiarise themselves with the local <a href="#">Test, Trace, Isolate and Support Strategy</a>.</p> <p>Follow procedures to remove from setting where someone becomes unwell.</p> <p><b>Employee</b></p> <ul style="list-style-type: none"> <li>● Immediately leave the building and go directly home. Arrangements will be made for class cover.</li> </ul> <p><b>Service User</b></p> <ul style="list-style-type: none"> <li>● 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).</li> <li>● Emergency contact list accessible and up to date</li> <li>● Request for immediate collection by parents/carers</li> <li>● On collection, immediately leave the building and go directly home</li> <li>● Facilities informed and deep clean carried out</li> </ul>						
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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,	People at risk	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						

specific tasks etc.								
<b>Cleaning and hygiene measures</b>								
Environmental Cleaning	Staff, visitors, contractors, pupils	A deep clean of the property / site before returning is performed if required.	E	Minor	Possible	Low	Ongoing	10/01/2022 LS
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	Ongoing	10/01/2022 LS
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	Moderate	Possible	Medium	Ongoing	10/01/2022 LS

		Any use of common work equipment is restricted and managed.						
Use of cleaning products	Staff, visitors, contractors, pupils	Persons undertaking the cleaning have been instructed with clear safe usage instructions.  The relevant Safety Data Sheet and COSHH assessment is provided for the substances in use.  Correct PPE is provided for the use of cleaning materials.	E	Moderate	Possible	Medium	Ongoing	10/01/2022 LS
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.	E	Moderate	Possible	Medium	Ongoing	10/01/2022 LS

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

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSE D 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						

**Fire Safety Systems / Emergency Lighting** - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed [here](#)

<p>Fire, heat, burns, smoke inhalation</p>	<p>Staff, visitors, contractors, pupils</p>	<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> <p>The fire risk assessment is suitable &amp; sufficient / current.</p>	<p>E</p>	<p>Extreme</p>	<p>Possible</p>	<p>Medium</p>	<p>Ongoing (janitor)</p>	<p>10/01/2022 LS</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/ PROPOSE D '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	Ongoing	10/01/2022 LS
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.  Ongoing monitoring of CO2 levels.	E	Minor	Possible	Low	Ongoing	10/01/2022 LS

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
<b>Consider:</b> premises work, equipment, specific tasks etc.	<b>People at risk</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSE D 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
<b>Gas Installations</b> - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Gas Installations	Staff, 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	Ongoing (janitor)	10/01/2022 LS

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
<b>Consider:</b> premises work, equipment, specific tasks etc.	<b>People at risk</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSE D 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
<b>Legionella/Water Systems/Hygiene</b> - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Water outlets Legionella	Staff, visitors, contractors, pupils	Tanks, taps and shower outlets inspected and maintained.	E	Major	Possible	Medium	Ongoing (janitor)	10/01/2022 LS

		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.						
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	Ongoing	10/01/2022 LS

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/ PROPOSE D '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.		Major	Possible	Medium	N/A	N/A
Lift Statutory Inspections	Staff, visitors, contractors, pupils	The thorough examination, inspection, testing and maintenance records for the lifts in date.		Major	Possible	Medium	N/A	N/A
Plant and Equipment	Staff, visitors, contractors, pupils		E	Major	Possible	Medium	N/A	N/A

	Staff, visitors, contractors	<p>There is a planned preventative maintenance schedule and inventory available for key items of plant and equipment and are up-to-date</p> <p>All fixed guards on machinery in place, secure and well maintained.</p> <p>The safety devices and controls e.g. emergency stops, light guards etc been checked to ensure safe operation.</p> <p>Defective equipment been taken out of service awaiting repair.</p> <p>Enough space is available for personnel to undertake their tasks safely and comfortably.</p> <p>Personnel have the appropriate competences and/or trained to use machines/work equipment.</p>						
Signed:		Assessment Date: 10/01/2022	Further action required: Yes (ongoing)	Action Review Date(s): Ongoing Next Review Date: 18/03/2022				
Name:	Liam Sturrock							

## 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	Yes
C1	Each school building to be deep cleaned before staff and/or pupils return	June 2020	Facilities	Yes
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: <i>J. Martin</i> Date: 16/08/2020

Reviewed 10/01/2022

*Liam Sturrock*

## 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		

<p><b>Risk</b></p> <p>The level of risk will depend on;</p> <ol style="list-style-type: none"> <li>1. • the work environment</li> <li>2. • the type of work carried out</li> <li>3. • the distance that can be maintained between the employee and any possible source of infection</li> <li>4. • the level of hand cleaning regime in place</li> <li>5. • the level of information provided</li> <li>6. • the effectiveness of existing controls that are in place</li> </ol> <p>In some cases, workers may be more vulnerable to infection because of age (70 and over) or an existing condition such as:</p> <ul style="list-style-type: none"> <li>• chronic (long-term) respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis</li> <li>• chronic heart disease, such as heart failure</li> <li>• chronic kidney disease</li> <li>• chronic liver disease, such as hepatitis</li> <li>• chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), a learning disability or cerebral palsy</li> <li>• diabetes</li> <li>• problems with your spleen - for example, sickle cell disease or if you have had your spleen removed</li> <li>• a weakened immune system as the result of conditions such as HIV, or medicines such as steroid tablets or chemotherapy</li> <li>• being seriously overweight (a BMI of 40 or above)</li> </ul>	<p><b>How to minimise the Risk</b></p> <p>When assessing the infection risks to staff the following controls should be considered:</p> <p>Avoid contact with possible sources of infection by;</p> <ol style="list-style-type: none"> <li>1. • Avoiding having to work in areas where there is a known covid-19 sufferer where possible</li> <li>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</li> <li>3. • wearing gloves, where practicable, to prevent contact with potentially contaminated surfaces</li> <li>4. • ensure employees have the facilities to carry out regular hand washing using soap and water for 20 seconds or hand sanitiser</li> <li>5. • provide employees information about the symptoms and the control measures required</li> <li>6. • provide employees with the correct ppe</li> <li>7. • employees to report situations which they feel may have exposed them to the virus</li> </ol> <p>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.</p> <p>If an employee has expressed concern about any other condition which they may feel could make them vulnerable. Follow government advice regarding the condition and take into consideration the mental well-being of the individual when implementing control measures.</p>
<p>Any other issues</p>	<p>Further action required</p>

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

**INDIVIDUAL WORKER’S RISK ASSESSMENT**

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

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