

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:
Site Address: Kirkhill Primary School and Breakfast Club
Service manager: Chief Education Officer
Inspection Undertaken by: Caroline Johnstone / Kim Farquhar
Approved by:

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/Children – Consider what impact returning to work would have on your employees/children and how to keep them 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	Review individual RA with staff members
2.	Have you engaged with Trade Unions and staff during the reinstatement of the work process and in the drafting of this risk assessment to consider work processes and required controls?	Y	Green	Risk assessment to be shared with TUs and in line with SG guidance
3.	Are you tracking people who have been identified as high risk/are shielding.	Y	Green	Employees will record absence within CoreHR.

				The risk assessment should be circulated to all staff and a copy shared with the school QIM and school TU reps.
4.	Where practicable will staff still be allowed to work from home/remotely.	Y	Green	Ongoing review with individual members of staff and in response to staff questionnaire. Staff who are not working directly with children will continue to work from home/remotely.
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	However, this may be compromised by needs of individual children. Where this is likely and wherever possible, in line with national guidance, pupils and staff will be arranged in small groups, the membership of which will remain consistent, and groups will maintain 2m distance from other groups. Limited numbers in staff areas, posters to reinforce this.
5a	Are you able to segregate staff's activities to promote 2 metres distance?	Y	Amber	However, this may be compromised by needs of individual children. Where this is likely and wherever possible, in line with national guidance, pupils and staff will be arranged in small groups, the membership of which will remain consistent, and groups will maintain 2m distance from other groups. Limited numbers in staff areas, posters to reinforce this.
5b	Are you able to limit the amount of contact staff have with each other to 10 minutes or less	Y	Amber	However, this may be compromised by needs of individual children. Where this is likely and wherever possible, in line with national guidance, pupils and staff will be arranged in small groups, the membership of which will remain consistent, and groups will maintain 2m distance from other groups.
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	Maps on display in the staffroom
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 and changed in accordance with new guidelines. Lateral flow testing
7.	Have staff/children been instructed on how to hand wash effectively, for the suggested duration and maintain good hygiene practices.	Y	Green	As above Signage is displayed at all toilets and sink areas
8.	Have staff been instructed on social distancing where practicable while at work.	Y	Amber	However, this may be compromised by needs of individual children. Where this is likely and wherever possible, in line with national guidance, pupils and staff will be arranged in small groups, the membership of which will remain consistent, and groups will maintain 2m distance from other groups. Staff will always wear fluid resistant masks. If staff are wearing a fluid resistant face mask they can remain with the person for the entire session. Masks to be changed every 2 hours or if working with different groups. If you go to the toilet, change your mask.
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	Amber	Add travel to risk assessment
11.	Movement of staff/children	Y	Green	Classes are in bubbles and no mixing between bubbles allowed. ELC children will stay in own room indoors, mixing outside only. Children will enter/exit school grounds through own door/gate at staggered times.
12.	Delivery of PE	Y	Green	
13.	Out of school clubs	Y	Green	

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 Home School Liaison Officer (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) Staff to use common sense when leaving cars and if more than one person is arriving at the same time wait until they have entered the building. Parents have also been informed not to enter the carpark.
3.	Are workers avoiding public transport where applicable and using alternatives (e.g. cycling, walking to work etc).	Y	Green	Where possible
4.	Have you considered staff that are required to vehicle share for their role and whether this could continue?	Y	Green	No escorts If staff require to car share for attending work, Scottish Government Guidance should be followed in relation to the use of face coverings. Masks will be worn when this is necessary, and the passenger will sit in the back of the car.
5.	Has the entry and exits to the building/site been limited to the minimum number of points required.	Y	Green	Gates and doors have been limited to 2 or 3 classes with staggered start and finish times. Rms 2, 3 and 5 will enter the class directly through the fire door. ELC will enter through their outdoor area.

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) Schools with open play areas will need to consider the impact of this within their risk assessment. Sign of front entrance door reminding visitors and delivery drivers of the need for masks before entering the building.
7.	Is it practicable to confine visitors to strictly defined areas and avoid unnecessary movements around the building?	Y	Green	A designated area in the school entrance has been identified and will be marked out for deliveries.
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	Amber	Procurement of Hand Sanitiser and Cleaning materials to support Awaiting arrival. Hand sanitisers mounted on wall. Wipes/Hand washing to be used by children in ELC due to updated guidance around hand sanitiser.
9.	Is advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and were people congregate.	Y	Green	Signage is displayed in all hand washing 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 – janitors will require access to school printing facilities for this

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

No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Have you completed a clean of the property / site before returning	Y	Green	Most schools, other than those which were used for Keyworker Childcare or Vulnerable Learner Hubs, have laid empty since 23 March. 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 11 August. Contacted Andy Campbell re cleaning.
2	Is the ongoing cleaning frequency sufficient and is cleaning required and can cleaning be undertaken when site/building/premises is occupied?	Y	Amber	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. Issues with staff absences in cleaning team.
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. This is Items which cannot be effectively disinfected between uses will be temporarily taken out of use. Janitor to keep a record of cleaning and staff will for staffroom. Recorded daily and form completed by admin.
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. COSHH RA has been sent through for cleaning products. It has been shared with staff. ELCC staff complete the cleaning rota between sessions within the day. ELC staff to give yellow bags home with a child if they need changed and clothes will be returned in yellow bag to be washed. Resources used in class wipeable where possible.
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	Blinds will not be removed but will be left up as far as possible.
6	Can blinds be kept opened and locked if they cannot be removed.	Y	Amber	Blinds can be kept open
7	Can rugs and mats be removed where safe to do so to make cleaning and disinfection of floors easier.	Y	Green	Rugs have been removed
8	Have staff been provided with appropriate cleaning products so that they can frequently clean their own work stations and i-pads during the day.	Y	Green	Supplies are in each room.. Health and Safety rep Andrew to re- order supplies as required. Resources are available for each ELCC sessions (separate am/pm) They are removed after each session and cleaned for the following day.

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.	Y	Green	Corporate landlord will confirm to individual head teachers when all checks up to date. Prior to this staff access to building restricted to daytime hours only, max 4 people (primary schools) / 8 people (secondary schools) for no more than 2 hours each day, and only for specific recovery planning purposes.
2.	Ventilation / Humidity / Lighting & Heating.	Y	Green	Corporate landlord will confirm to individual head teachers when all checks up to date. Prior to this staff access to building restricted to daytime hours only, max 4 people (primary schools) / 8 people (secondary schools) for no more than 2 hours each day, and only for specific recovery planning purposes. Flow chart re ventilation shared with staff and thermometers in all rooms. Timetable set up for use of the monitor by H and S rep.
3.	Gas Installations.	Y	Green	Corporate landlord will confirm to individual head teachers when all checks up to date. Prior to this staff access to building restricted to daytime hours only, max 4 people (primary schools) / 8 people (secondary schools) for no more than 2 hours each day, and only for specific recovery planning purposes.
4.	Legionella Controls.	Y	Green	Corporate landlord will confirm to individual head teachers when all checks up to date. Prior to this staff access to building restricted to daytime hours only, max 4 people (primary schools) / 8 people (secondary schools) for no more than 2 hours each day, and only for specific recovery planning purposes.
5.	Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance.	Y	Green	Corporate landlord will confirm to individual head teachers when all checks up to date. Prior to this staff access to building restricted to daytime hours only, max 4 people (primary schools) / 8 people (secondary schools) for no more than 2 hours each day, and only for specific recovery planning purposes.
6.	Lift Statutory Inspections.	Y	Green	Corporate landlord will confirm to individual head teachers when all checks up to date. Prior to this, lifts are not to be used. Staff access to building restricted to daytime hours only, max 4 people (primary schools) / 8 people (secondary schools) for no more than 2 hours each day, and only for specific recovery planning purposes.

Signed:

K.Farquhar

Date:

20.12.21

COVID-19 Health & Safety Risk Assessment

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.						
Safety of all –								
Psychological well being	Staff, pupils	<p>Regular communication is in place (individual and group) to ensure staff are not ill-informed about returning to work safely through google meets.</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 including access to ACC Wellbeing support and signposts.</p> <p>Concerns on workload issues or support needs are escalated to Kim Farquhar</p> <p>Managers are trained to recognise signs and symptoms that a person is working beyond their capacity to cope and deal sensitively with employees experiencing problems outside of work.</p> <p>Staff who are in vulnerable groups themselves or caring for others are encouraged to seek advice from their GP and speak to line manager.</p> <p>Authority have sent out questionnaires to gain a picture of the stresses across the school. Waiting for this information</p>	P	Major	Possible	Medium	June 2020	KF - ongoing

		<p>Employees are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc) through line managers.</p> <p>Employees are made aware of the impact of COVID 19 on their job/change of working environment.</p>						
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 available within each setting.</p> <p>All ACC policies adhered to at all times.</p> <p>Staff working with children to continue to be calm, nurturing and caring, seeking confirmation from line manager if unsure of anything.</p>	P	Major	Possible	Medium	June 2020	KF ongoing
Virus transmission in the workplace	Staff, pupils, visitors (agreed only in advance)	<p>Any employee/service user showing symptoms of Covid-19 or sharing a house with someone with Covid-19 should remain at home as per the government's guidance. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>Specific individual employee risk assessments have been undertaken for those who have a self-declared health condition which could increase their risk profile. These will be kept under review.</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>All employees requested to attend a school building should review this exemplar risk assessment, feedback any concerns and agree</p>	P	Extreme	Possible	High	June 2020	KF ongoing

		<p>the content at school level. This has been distributed to all employees and shared with QIM. Copy stored in one note folder.</p> <p>Staff who were previously shielding or had individual RA to contact GPs for advice on returning to the school building.</p> <p>Parents/carers of children on the shielding list should gain clinical advice of suitability of in school attendance for children</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>Lateral flow testing will start week 18/2/21</p> <ul style="list-style-type: none"> • distribution room – meeting room • COVID coordinators– Fiona Ritchie/Isla Duncan • Registration assistant – Michele Day • PPE will be worn by coordinator and assistant • Tests will be logged in and out • Tests must be stored in a room with a temp between 2 degrees and 30 degrees • Social distancing still applies • Tests will be collected by appointment only and on a rolled out programme • Tests will only be given to those who have returned consent forms • Tests will be carried out on a Sunday and Wednesday • Results must be registered on the web-based portal • These tests will not replace PCR tests. Those with symptoms will still follow national guidance. They must self-isolate and book a PCR test • A positive result should still result in a booked PCR test <p>Google for tests resent week 13/12/21</p>						
Someone entering the workplace with COVID-19	Staff, pupils, visitors (agreed only in advance)	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	Extreme	Possible	High	June 2020	KF ongoing

		<p>Staff are made aware of COVID-19 symptoms via training sessions and visual aids such as posters in key locations, screensavers</p> <p>External visitors will be actively discouraged. Parents will not be allowed entry to the school building and will be encouraged to make contact by email / phone and not in person.</p> <p>Anybody visiting the site will do so only with prior agreement from the Head Teacher and will be informed that they are not to enter if they're experiencing COVID-19 symptoms, being advised to self-isolate in line with government recommendations</p> <p>Staff and pupils will be informed to self-isolate if they have a person living in the same household or if they've been in contact with someone displaying COVID-19 symptoms</p>						
Travel to school buildings	Staff, pupils, visitors (agreed only in advance)	<p>Wherever possible private transport should be used to maintain isolation from the public when commuting to the school building.</p> <p>If public transport or car sharing cannot be avoided, the employee/service user should be encouraged to follow current government advice in respect of "face coverings".</p> <p>On arrival at the site, employees/service users will thoroughly wash their hands in the toilet opposite the office for at least for 20 seconds or use hand sanitiser gel immediately on entry to the workplace.</p> <p>Children are encouraged to avoid travelling to school on either public or school transport with walking being promoted where safe to do so.</p> <p>Parents/carers have been advised not to enter the carpark. Parents have been advised of the guidance concerning face masks for drop off and pick-up.</p> <p>Bike racks will be out of use in order to limit contact and to maintain social distancing protocols</p>	P	Moderate	Possible	Medium	June 2020	KF - ongoing
Entry and exit to building	Staff, pupils, visitors (agreed only in advance)	<p>Entry and exits to the building/site will be planned and managed to support physical distancing within the building. A sign is on the main entrance door to make visitors/delivery drivers aware of the need for face coverings. Plans are on display in the staff room</p>	P	Major	Possible	Medium	June 2020	KF - ongoing

		<p>and have been sent out to children so they know the model we are using.</p> <p>Delivery drivers will be asked to use their own pen to sign but wipes will be provided if this is not possible.</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 is available in every work area and through the building including access and egress areas where there are no sink facilities..</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>						
Orientation/ Training	Staff, pupils, visitors (agreed only in advance)	<p>Training arrangements have been developed including refresher sessions to ensure staff have been trained before returning to work on any new procedures.</p> <p>Service Users should receive a copy of the 'Returning to School Guide'.</p> <p><u>Prior to August 11th</u></p> <p>All staff must complete health and safety orientation:</p> <ul style="list-style-type: none"> • Social distancing and one-way system plans • Handwashing training • PPE Training • Updated First Aid Training (for relevant staff) see below <p>Disposable gloves and disposal plastic apron should be worn to administer all First Aid due to the need for physical contact</p>	P	Major	Unlikely	Low	June 2020	KF

		<p>In adults, it is recommended that you do not perform mouth-to-mouth ventilation – perform chest compressions only. Compression-only CPR may be as effective as combined ventilation and compression in the first few minutes after non-asphyxial arrest (cardiac arrest not due to lack of oxygen).</p> <p>Cardiac arrest in children is more likely to be caused by a respiratory problem (asphyxial arrest), therefore chest compressions alone are unlikely to be effective. During asphyxial arrest mouth-to-mouth compressions will be made, use a resuscitation face shield where available.</p> <p>First Aid trained staff who are not deemed as being ‘at greatest risk’ will perform CPR if required. The risk of cross infection is very small and set against the inevitability that a person in cardiac arrest will die if no assistance is given. First Aiders should always shout for help and dial 999 prior to beginning to perform CPR.</p> <p>Those who administer CPR require to carefully monitor themselves for symptoms of possible COVID-19 over the following 14 days, unless the individual had been confirmed to be positive for SARS-CoV-2 in the last 10 days. In this scenario of direct mouth-to-mouth contact with a known case, advice on self-isolation should be followed. Should you develop symptoms you</p>						
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		<p>should follow the advice on what to do on the NHS website.</p> <p>It is likely that the child/infant having an out-of-hospital cardiac arrest will be known to you. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child.</p> <p>Updated Fire Evacuation Procedures (The latest Guidance on these measure can be found by clicking the following link Social Distancing Guidelines).</p> <p><u>On first day of school entry</u></p> <p>Service Users should complete health & safety orientations including:</p> <ul style="list-style-type: none"> • Social distancing and one-way system plans • 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	Extreme	Likely	High	August 2020	KF - ongoing

		<p>All staff/service users will wash hands at the toilet opposite the main office before entering setting and build handwashing into daily routine</p> <p>Where hand washing facilities are limited, hand sanitiser will be provided at all main entrances to the school Rooms 2,3 and 5 will use the sinks in the classroom.</p> <p>Employees or service users who suffer dry skin/dermatitis will carry their own hand cream.</p> <p>Where tissues are used they will be binned immediately, then hands will be washed.</p> <p>All will be encouraged and reminded to avoid touching eyes, nose and mouth with unwashed hands and to cough directly to crook of elbow.</p> <p>Staff/service users will be encouraged to tie back long hair where appropriate and change clothes daily</p> <p>Handwashing will take place:</p> <ul style="list-style-type: none"> ● When entering the building ● After using the toilet ● Before and after handling food ● Before leaving the building/getting into their car ● When arriving home 						
Maintaining 2m distancing	Staff, pupils, visitors (agreed only in advance)	<p>Social distancing while at work is maintained by continuing to limit social interactions by staggering start/finish times and lunchtime.</p> <p>The canteen is only to be used to provide seating, with staggered entry to maintain social distancing rules. Gym hall can also be used for staff.</p> <p>Social gathering amongst employees have been discouraged whilst at work. Face coverings must be worn in all communal staff areas and the following guidelines must be adhered to:</p> <ul style="list-style-type: none"> ● Hand must be washed before and after putting on and removing masks ● Masks should not be shared 	P	Moderate	Unlikely	Low	June 2020	KF

		<ul style="list-style-type: none"> • Masks should be changed every two hours or if you are working with different groups of children • It should cover the nose, mouth and chin • In between use they should not be stored in surfaces but in a sealed bag • Masks should be disposed of safely in the litter bin <p>Staff requested to keep in touch through remote technology such as phone, internet and social media.</p> <p>Staff have been separated to reduce contact between employees. Staff areas have limited numbers and posters to remind staff of this.</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 10minutes or less.</p> <p>A one-way flow system is implemented and visual aids, such as signage is used for maintaining two meters distance.</p> <p>Desks are arranged to maintain a minimum of 2 meters from each other, with employee's facing in opposite directions where possible (e.g. in school office).</p> <p>Through orientation and ongoing reminders all will maintain 2m distancing where possible.</p> <p>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</p>						
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		<p>and following use. Contact areas are cleaned regularly by staff and janitor.</p> <p>Items that come into contact with your mouth such as cups & bottles will not be shared. Staff are bringing own utensils and cups.</p> <p>Individual learners will be provided with one use resource where practical and where not, these will be wiped down between use with wipes provided.</p> <p>The outdoor areas will be used regularly, where possible, to support social distancing and staff will plan for this.</p> <p>Numbers of employees/service users in a room will be restricted to comply with capacity figures of each individual room.</p> <p>All staff to monitor practice and alert SLT of any potential risks. This will trigger a review of this risk assessment</p>						
Dining arrangements	Staff, pupils, visitors (agreed only in advance)	<p>Any uneaten food / waste wrappers etc will be taken home, to help reduce the risk of infection spread</p> <p>Children will eat packed lunches in their classrooms to reduce the numbers of interaction with agreed timings which will enable smaller groups to access areas such as the playground at one time and smaller numbers of staff accessing staffrooms.</p> <p>Lunchtime supervision will be provided by PSAs</p> <p>Early Years dining will be within the setting area to ensure that children can remain within the space and rolling snack offered to limit numbers in kitchen / dining areas</p>	P	Low	Unlikely	Low	Aug 2020	KF - ongoing
Use of Toilets	Staff, pupils, visitors (agreed only in advance)	<p>Break times will be staggered with two times on 10.15 and 10.35 Each class will play in a designated zone.</p>	P	Moderate	Possible	Low	Aug 2020	KF - ongoing

		There will be a strong emphasis on hand washing after visiting the toilet, and hand washing may require to be supervised for younger children						
Employees / Service user becomes unwell	Staff, pupils, visitors (agreed only in advance)	<p>In line with procedures and guidance, only allow employees and service users in good health to be in the setting. If someone develops any of the symptoms:</p> <ul style="list-style-type: none"> • 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/ All school staff will be asked to familiarise themselves with the local Test, Trace, Isolate and Support Strategy.</p> <p>Follow procedures to remove from setting where someone becomes unwell</p> <p>Employee</p> <ul style="list-style-type: none"> • Immediately leave the building and go directly home after informing line manager. <p>Service User</p> <ul style="list-style-type: none"> • Isolation area within the building identified 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 	P	Moderate	Possible	Low	June 2020	KF ongoing -
Cleaning and hygiene measures								

Environmental Cleaning	Staff, pupils, visitors (agreed only in advance)	<p>A deep clean of the property / site before returning is performed if required.</p> <p>Where there has been a COVID-19 case, the cleaning regime will be in accordance with strict rules outlined in COVID-19-decontamination-in-non-healthcare-settings.</p>	P	Minor	Possible	Low	05/06/20	KF ongoing -
Cleaning Frequency	Staff, pupils, visitors (agreed only in advance)	<p>The ongoing cleaning frequency is made sufficient enough such that cleaning can be undertaken daily and supplementary sanitisation by janitorial staff when site/building/premises is occupied.</p> <p>Toilets and washrooms will be cleaned daily by cleaning staff to maintain high standards of cleanliness, using methods and cleaning products in keeping with national guidance (COVID-19-decontamination-in-non-healthcare-settings).</p>	P	Moderate	Possible	Medium	In place from 11th August and ongoing	KF ongoing -
Commonly touched surfaces	Staff, pupils, visitors (agreed only in advance)	<p>Additional sanitisation of taps and flush handles will be undertaken by janitorial services on a regular basis during the school day. All other areas will be cleaned by cleaning staff before the start of every day, paying special attention to door handles, table/counter tops, bannisters, and other areas touched regularly by staff and children, with additional cleaning during the day. Undertaken twice daily by janitor and by staff in staff areas. Cleaning schedules support this.</p> <p>Sanitising wipes will be available in each setting to ensure cleaning and disinfection of frequently touched objects and surfaces (e.g. telephones, keyboards, door handles, desks, tables). This should be undertaken by staff on duty or service users if appropriate.</p> <p>Where practical, soft furnishings are removed to minimise the areas where viruses can be difficult or time consuming to remove.</p> <p>Blinds kept opened and locked if they cannot be removed.</p> <p>Rugs and mats are removed where safe to do so to make cleaning and disinfection of floors easier.</p> <p>Appropriate cleaning products are used during daily preventative clean regime.</p>	P	Moderate	Possible	Medium	In place from 11th August and ongoing	KF ongoing -

		<p>Staff avoid touching common pieces of equipment such as photocopiers/printers/scanners/faxes and use only dedicated work equipment on the workstations.</p> <p>Any use of common work equipment is restricted and managed.</p>						
Use of cleaning products	Staff, pupils, visitors (agreed only in advance)	<p>Persons undertaking the cleaning have been instructed with clear safe usage instructions.</p> <p>The relevant Safety Data Sheet and COSHH assessment is provided for the substances in use. (Early Years / Facilities staff)</p> <p>Correct PPE is provided for the use of cleaning materials.</p>	P	Moderate	Possible	Medium	In place from 11th August and ongoing	KF - ongoing
Housekeeping	Staff	<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 by facilities staff without contacting the contents.</p> <p>Facilities Staff are instructed that the emptying of bins and wastepaper baskets should be followed by hand washing.</p>	P	Moderate	Possible	Medium	In place from 11th August and ongoing	KF - ongoing
Close contact / Spillages – bodily fluids, blood, vomit	Staff, pupils, visitors (agreed only in advance)	<p>Employees will follow Education PPE Guidance and should wear appropriate PPE including Fluid resistant face masks (type IIR) for work where individual risk assessment has identified the need at times where staff will provide intimate care or have direct contact (within 2 metres) of children for a period of 10 minutes or more such as:</p> <ul style="list-style-type: none"> □ supporting the medical and additional support requirements of children with complex needs □ where there are invasive interventions required □ where children have difficulty maintaining social distancing for 10 minutes or more <p>Identified Health & Wellbeing Coordinator will ensure that a regular stock take is done and order completed on a 4 weekly basis. Completed orders should be in by 12pm Wednesday of week 3.</p>	P	Moderate	Possible	Medium	August and ongoing	KF-ongoing

		<p>PPE Order</p> <p>Central Order of</p> <ul style="list-style-type: none"> • Gloves • Aprons • Face Masks • Hand Sanitiser <p>Local order of</p> <ul style="list-style-type: none"> • Tissues 						
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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/ 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, pupils, visitors (agreed only in advance)	<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	Extreme	Possible	Medium	August 2020	Janitorial

		<p>Fire blankets available in required location.</p> <p>Fire alarm and detection system for the building tested, inspected and maintained. Means of escape clear.</p> <p>Fire doors provided and maintained in good working order.</p> <p>Building has suitable lightning conductors / protection.</p> <p>The fire risk assessment suitable & sufficient / current.</p>						
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								
Temperature/ Humidity	Staff, pupils, visitors (agreed only in advance)	<p>Workplace temperatures are not too hot or too cold (at least 17 degrees Celsius). Thermometers have been given to all classes.</p> <p>Measures can be taken to control temperature extremes and/or humidity levels such as through computerised EHAV system.</p>	E	Minor	Possible	Low		KF ongoing -
Ventilation	Staff, pupils, visitors (agreed only in advance)	<p>Ventilation flow chart has been distributed to all classes. CO2 in classes will be monitored.</p> <p>Natural ventilation is available in the workplace, e.g. windows or open doorways.</p> <p>If natural ventilation is insufficient, ventilators, fans or air conditioners provided to ensure a consistent flow of fresh air.</p> <p>Air exchange rate of the air handling system meet standard requirements for the occupants in the building.</p> <p>Ventilation systems have been adequately maintained and serviced.</p>	E	Minor	Possible	Low		KF ongoing -

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, pupils, visitors (agreed only in advance)	Gas installations e.g. boilers been inspected, tested and maintained at required frequencies. Adequate ventilation available next to gas installations. Gas isolation control switches available and clearly identified. Supplier's emergency contact number clearly displayed, un-obscured and legible. Gas cylinders being used safely (if used).	P	Extreme	Possible	High	August 2020	Janitorial
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, pupils, visitors	Tanks, taps and shower outlets inspected and maintained.	P	Major	Possible	Medium	August 2020	Janitorial

	(agreed only in advance)	Suitable controls in place to reduce the risk of legionnaires disease. Showers been run at maximum temperature for 5mins to eliminate standing water and eradicate legionella bacteria. All other outlets to have been run for 5mins to eliminate standing water, prior to staff returning						
Drinking water	Staff, pupils, visitors (agreed only in advance)	Drinking water facilities only in use for filling up bottles.	P	Moderate	Possible	Medium	August 2020	KF - ongoing

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

Plant and Equipment	Staff, visitors, pupils	<p>There is a planned preventative maintenance schedule and inventory available for key items of plant and equipment and are up-to-date</p> <p>All fixed guards on machinery in place, secure and well maintained.</p> <p>The safety devices and controls e.g. emergency stops, light guards etc been checked to ensure safe operation.</p> <p>Defective equipment been taken out of service awaiting repair.</p> <p>Enough space is available for personnel to undertake their tasks safely and comfortably.</p> <p>Personnel have the appropriate competences and/or trained to use machines/work equipment.</p>	E	Major	Possible	Medium		Janitorial
Signed:	K.Farquhar	Assessment Date:20.12.21	Further action required:	Action Review Date(s):				
Name:	Kim Farquhar			Next Review Date: Fortnightly				

Action Plan

Point Ref	Details of Corrective Action Required	Timescale	Responsible Person	Closed Out
A1	Risk assessment for staff with self-declared health condition to be undertaken with all relevant staff	June 2020	Line managers/H&S	
A3	Tracking system to be developed and maintained for vulnerable staff	June 2020	CJ//P&O/line managers	
A5c	Guidance on school building arrangements for each building to be created and circulated as appropriate	June 2020	HTs /Corporate Landlord	
A5-A9	Staff training around handwashing, PPE, social distancing and one-way systems to be developed and completed by all staff	June 2020	HTs/PPE working group/Corporate Landlord	
B6/B7	Contractor and visitor to schools protocol and policy to be updated and shared with all schools	June 2020	Corporate Landlord	
B8	Co-ordinated procurement of PPE including hand sanitiser and cleaning materials	June 2020	FL/H&S	
C	Soft furnishings/blinds/mats etc to be removed where safe to do so	August 2020	HTs /Corporate Landlord	
C1	Each school building to be deep cleaned before staff and/or pupils return	June 2020	Facilities	
C2-4	Cleaning guidance issued to all schools	June 2020	Facilities	
C8	Provision of appropriate cleaning products and usage instruction to school staff	June 2020	Facilities	
D1-6	All required building related safety inspections undertaken and completed	August 2020	Corporate Landlord	
Additional Comments				

Signed: _____

Date: _____

Appendix 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.		
Employee's name:		Date:
Job title:		Line Manager's Name:
Form completed by:		
Any known recommendations made by Doctor and/or Occupational Health Specialist:		
Covid-19 exposure	Yes/no	Existing control/Further Action Required
<i>If the answer to any question is Yes then identify the additional control measures introduced to mitigate the risk.</i>		
1.1	<2m distancing: Are employee's required to carry out work in breach of 2 metre social distancing from both work colleagues and non-employees	
1.2	Contaminated surfaces: Does the work involve touching surfaces that are potentially contaminated	
1.3	Inadequate welfare facilities: Are welfare facilities inadequate to facilitate regular handwashing eg. lack of number of facilities or lack of soap and hot water	
1.4	Pre-existing chronic conditions: Does the employee have any known pre-existing chronic condition (listed below) that may make them more vulnerable if exposed to the covid-19 virus	
1.5	Increased vulnerability: Has the employee expressed concern about any other condition which they feel would make them more vulnerable eg mild asthma,	
1.6	High risk work environment: Is there a higher risk of infection due to the work environment eg hospitals, mortuaries, densely populated workplaces etc	

1.7	High risk of infection: Is there a higher risk of infection due to the geographic location eg those areas with high infection rates		
1.8	Increased vulnerability: Is the employee within a higher risk category including, Black, Asian & Minority Ethnic		
<p>Risk</p> <p>The level of risk will depend on;</p> <ul style="list-style-type: none"> • the work environment • the type of work carried out • the distance that can be maintained between the employee and any possible source of infection • the level of hand cleaning regime in place • the level of information provided • the effectiveness of existing controls that are in place <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"> • chronic (long-term) respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis • chronic heart disease, such as heart failure • chronic kidney disease • chronic liver disease, such as hepatitis • chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), a learning disability or cerebral palsy • diabetes • problems with your spleen - for example, sickle cell disease or if you have had your spleen removed • a weakened immune system as the result of conditions such as HIV, or medicines such as steroid tablets or chemotherapy • being seriously overweight (a BMI of 40 or above) 		<p>How to minimise the Risk</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> <ul style="list-style-type: none"> • Avoiding having to work in areas where there is a known covid-19 sufferer where possible • 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 • wearing gloves, where practicable, to prevent contact with potentially contaminated surfaces • ensure employees have the facilities to carry out regular hand washing using soap and water for 20 seconds or hand sanitiser • provide employees information about the symptoms and the control measures required • provide employees with the correct PPE • employees to report situations which they feel may have exposed them to the virus <p>If a person is aged 70 or over or suffering from any of the chronic conditions as described then they may have been advised to shield and stay/work at home.</p> <p>If an employee has expressed concern about any other condition which they may feel could make them vulnerable. Follow government advice regarding the condition and take into consideration the mental well-being of the individual when implementing control measures.</p>	

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

INDIVIDUAL WORKER'S RISK ASSESSMENT

Source of Hazard	Persons Affected	Control measures in place now	Risk Rating 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

Appendix B – Risk Assessment Scoring and Rating Table



Appendix 2 - Risk scoring and rating table

Severity (S)

This is the degree of harm that may be caused

1.	NIL	No risk of injury or harm.
2.	LOW	Causing a minor injury which would allow the person to continue work after first aid treatment on site or at a local surgery.
3.	MEDIUM	Causing injury or harm capable of keeping a person off work for more than three days or more and reportable under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 RIDDOR.
4.	MAJOR	Causing a major injury reportable under RIDDOR.
5.	HIGH	Causing a death to one or more people.

Likelihood (L)

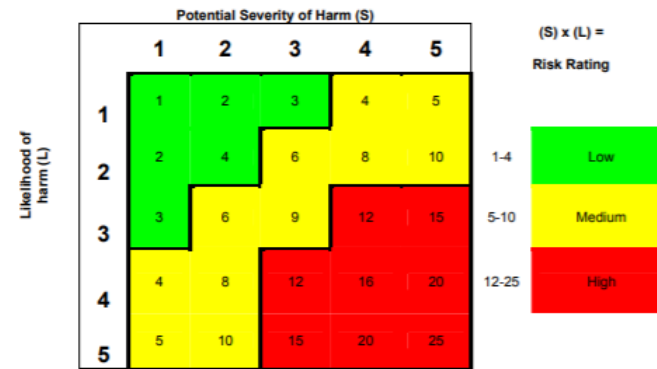
This is the likelihood that an event will occur

1.	HIGHLY UNLIKELY	Only under a very rare combination of circumstances /conditions could there be any likelihood of an accident or illness.
2.	UNLIKELY	Possible occurrence if other factors were present the incident might occur but the probability of this is low.
3.	LIKELY	The accident may happen.
4.	HIGHLY LIKELY	If the prevailing circumstances continue it is probable an accident will occur.
5.	NEAR CERTAIN	If the work continues as it is, there is almost a 100% certainty an accident will happen.

SEVERITY (S) x LIKELIHOOD (L) = RISK RATING (RR)



The risk rating based on existing situation including control measures present at the time of assessment can be evaluated as follows:



1 - 4 Low	Review on change of process or if circumstances change. Any small and/or easy methods to improve should be made to ensure continuous improvement of risk management.
5 - 10 Moderate	Examine areas of exposure in the activity; decide timescales for completion of all agreed actions and record on action plan. Provide additional monitoring of agreed controls until they are fully implemented. Closely monitor effectiveness of new controls put in place
12 - 25 Unacceptable STOP!	Until effective interim controls are agreed and implemented, and an action plan to permanently reduce the risk to an acceptable level has been agreed do not recommence