

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 – Version 7 (March 2021)

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

Service area: Integrated Childrens' Services
Site Address: Middleton Park Primary
Service manager: Chief Education Officer Eleanor Sheppard
Inspection Undertaken by: Mhairi Deacon - Head Teacher Health and Safety Rep- Cameron Kirk
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 – Consider what impact returning to work would have on your employees and how to keep your employees safe.				
No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Has a risk assessment been undertaken for those who have a self-declared health condition which could increase their risk profile.	Y	Green	A template for an individual worker's risk assessment is provided at the end of this document. All completed – 1 staff member who is working from home
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	All complete, shared with TU reps, staff invited to comment and feedback, multiple opportunities given.
3.	Are you tracking people who have been identified as high risk/are shielding.	Y	Green	Employees will record absence within CoreHR. Covid Age recorded in Core HR by all staff. The risk assessment has been 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. Shielding staff will stay at home and update as needs be prior to return. Teaching staff will continue to take their NCCT at home.
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	Green	Staff fully understand that they should socially distance themselves both in the class area and in the rest of the school. The Staffroom has been set out to allow for social distancing and the number of people using it at any one time is limited. Staff must wear a fluid resistant face covering at all times when in school, visits to other parts of school must be limited. Morning intervals and lunch times are staggered to ease the need for use of staffrooms. Staff toilets are single user only and a system has been put in place to show availability. No Indoor PE. Staff will only work in one school per week.
5a	Are you able to segregate staff's activities to promote 2 metres distance?	Y	Green	Social distancing has been taken into account when setting up of class areas to allow for `teacher only `space. A 2m teacher zone is marked on the floor of each class to show this. Staff working within the 2m distance from others will wear fluid resistant face masks to keep themselves and others safe.
5b	Are you able to limit the amount of contact staff have with each other to 15 minutes or less	Y	Amber	Break time is 15 minutes and staff in school are limited. Staff room windows are open. Staff are distanced at all times. Staff meetings are virtual wherever possible and communication is technology based most of the time. Any staff gatherings at any time of day are discouraged.
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	Pupils are expected to keep to their own area and not move around the school building unless to visit the toilet. Each zone has their own toilet and signage to show if it is available. This will be monitored by all staff. Any need to move to another area of the school should be done by using the outdoor space wherever possible. There is a one way system in place outside for parents indicated by signage.
6.	Have staff been trained / notified before returning to work on any new procedures.	Y	Green	Handwashing posters in place. PPE Donning and Doffing video has been shared with staff for repeat training (4.11.20) Social Distancing Training was completed by all staff before opening and regular reminders given. Plans, rotas and timetables are shared timeously with all staff.
7.	Have staff been instructed on how to hand wash effectively, for the suggested duration and maintain good hygiene practices.	Y	Green	As above Signage is available at all hand wash stations.
8.	Have staff been instructed on social distancing where practicable while at work.	Y	Green	Staff are aware and this has also been highlighted and discussed. They are aware that groups/classes of children are to be kept apart and that they must also take responsibility for their own health and use social distancing both in the class and around the school building.
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. Staff will be asked to go home and follow NHS guidance.
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	Most staff travel to school by car or on foot. Staff arriving by public transport are expected to follow national guidance. All staff have been asked to reverse park so that they are not exiting their cars into someone else's social space. It has become the norm for us to meet as a staff using technology and this will continue for the safety of all. Meetings with other services are online. Staff must not car share.

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	Change to parking to facilitate new entry points for children. No parental access to carpark unless to collect a child arranged with HT. Staff all reverse park to ensure no one is entering/exiting cars on the same side.
2.	Are workers required to use either their own vehicle or company vehicle to travel to their task?	N	Green	Middleton Park to adopt car park protocol (e.g. all reverse parking to limit exiting cars at same time). All visitors have own transport. Park by bins.
3.	Are workers avoiding public transport where applicable and using alternatives (e.g. cycling, walking to work etc).	Y	Green	Staff using public transport follow national guidance.
4.	Have you considered staff that are required to vehicle share for their role and whether this could continue?	Y	Green	N/A
5.	Has the entry and exits to the building/site been limited to the minimum number of points required.	Y	Green	Entry into the building is eased by the children lining up in the playground with staff supervision. Staff will collect their class from the playground. Likewise there is no problem with exiting the building and areas have been arranged outwith the school grounds for parents to meet their children. Signage is reviewed and replaced regularly. All children leave school by back gate at 3pm. Lunchtime shortened to 45 mins.
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. Other essential visitors only where the impact of non-attendance would cause further harm (e.g. essential maintenance contractors, Educational Psychologist). All visitors must have a copy of this Risk Assessment.
7.	Is it practicable to confine visitors to strictly defined areas and avoid unnecessary movements around the building?	Y	Green	Visitors into the building have limited movement around the school, dependant on the nature of their role. ACC staff must only enter one school per week. Hand sanitiser at front office for use by everyone who enters the building. Signage and explanation is in place. Pupils taken out of school for appointments can return to school the same day and follow correct hand hygiene procedures. Pupils will be taken and handed over to parents. Contact from parents should be by phone or e-mail.
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	Hand sanitiser is available at each entry and egress area. Sanitiser has been set out in each area along with PPE and solution to clean surfaces. Tables are cleaned twice a day. Posters for handwashing are in appropriate places around the school.

9.	Is advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and were people congregate.	Y	Green	Yes, posters are displayed all around the building. Signage is reviewed and replaced regularly by a PSA.
10.	Are the signs displayed reviewed and replaced as necessary?	Y	Green	PSA assigned to check/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	Deep clean from 27 th July.
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. Day Time Cleaning Guidance for Facilities staff is available to school staff. Daily Touch Point cleaning form completed by admin staff.
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	Staff are responsible for ensuring the resources such as ICT and phones are cleaned between users using antibacterial wipes. Staff wipe down tables twice a day using COVID product and blue roll. Items which cannot be effectively disinfected between uses will be temporarily taken out of use. Shared resources will be cleaned after use each day or quarantined for 72 hours. Pupil trays (touch points) will be wiped down at the end of the day and pupil belongings within them will not be shared with other children.
4	Have persons undertaking the cleaning been instructed with clear safe usage instructions.	Y	Green	All FM staff are trained in the safe methods of work for activity within their service areas. COVID-19 specific risk assessments have been completed and shared with all staff. Supplementary service specific FAQ's have also been prepared and shared with staff upon their return to work.
5	Can where practical, curtains and blinds be removed to minimise the areas where viruses can be difficult or time consuming to remove.	Y	Green	Individual member of staff to manage blinds in each areas of school. Do not touch blinds in communal areas. Signage and cleaning materials available in each class.
6	Can blinds be kept opened and locked if they cannot be removed.	N	Amber	The sun makes it very difficult to see the smart board, needs to be adjustable because of this; restricted to class teacher
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 removed

8	Have staff been provided with appropriate cleaning products so that they can frequently clean their own workstations during the day.	Y	Green	Wipes have been issued to staff members so that they can clean workstations. These are to be re-ordered by designated PSA when she submits the PPE order form.
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HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY	WORST CASE OUTCOME
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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	Fire bells and emergency lighting have been checked. Fire Evacuation Practise (Nov 2020)
2.	Ventilation / Humidity / Lighting & Heating.	Y	Green	Ventilation, lighting and heating are checked continuously. More windows will be opened to allow for ventilation and air flow around the school. Staff to follow Ventilation Guidance of 12 th October 2020.
3.	Gas Installations.	Y	Green	There are no gas installations in school.
4.	Legionella Controls.	Y	Green	This was tested before entry into the building for any staff members.
5.	Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance.	Y	Green	Routine inspections continue to be a priority in school.
6.	Lift Statutory Inspections.	Y	Green	N/A

COVID-19 Health & Safety Risk Assessment

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
Safety of all –								
Psychological well being	Staff, pupils	<p>Regular communication is in place and H&S/ Risk assessment will be regularly reviewed and updated in light of local/national guidance to ensure staff are always aware of their roles and responsibilities. Staff have all read this risk assessment and know what is expected of them. Information will also be displayed on the H&S notice board kept up to date by the H & S Rep : Cameron Kirk</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>SLT 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 HT – Mhairi Deacon</p> <p>SLT are trained to recognise signs and symptoms that a person is working beyond their capacity to cope and deal sensitively with employees experiencing problems outside of work.</p> <p>Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs</p>	P	Major	Possible	Medium	August, 2020	

		<p>Employees are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc) through HT</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 – Mhairi Deacon / Angela Pearson (to deputise)</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 for support if required.</p>	P	Major	Possible	Medium	August, 2020	
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>All staff working within the school building are advised to self-test twice weekly following NHS/ACC guidance. (from 14.2.21) Results recorded with NHS. (Photo of test result)</p> <p>Specific individual employee risk assessment (appendix A) has been undertaken for those who have a self-declared health condition which could increase their risk profile.</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</p>	P	Extreme	Possible	High	August, 2020	

		<p>any concerns and agree the content at school level. The risk assessment has been circulated to all staff and a copy shared with the school QIM and school TU reps.</p> <p>Advice is shared with staff and they have been fully briefed and kept up to date with current advice on staying protected through the company lines of communications (i.e. line managers, HR) and shared with staff.</p>						
Someone entering the workplace with COVID-19	Staff, pupils, visitors (agreed only in advance)	<p>Request that companies who regularly attend our premises or those we work alongside us to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19.</p> <p>Staff are made aware of COVID-19 symptoms via training sessions and visual aids such as posters in key locations, screensavers</p> <p>External visitors will be actively discouraged. Parents will not be allowed entry to the school building and will be encouraged to make contact by email / phone and not in person.</p> <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>	P	Extreme	Possible	High	August, 2020	
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>Staff carpark protocol is to be reverse parking to ensure safety for all as staff enter or exit their cars and still keep social distancing. On arrival at the site, employees/service users will use sanitiser</p>	P	Moderate	Possible	Medium	August, 2020	

		<p>before entering the building. These can be found at each entry point to the building.</p> <p>Car park at Mains of Scotstown and Asda are suitable for use for Park and Stride. Parents/carers are encouraged to use these points to minimise activity around the school gates and local streets.</p>						
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. Staff may use any entry point because there are hand sanitisers at these points of entry. Pupils will enter at arranged entry doors and immediately wash their hands. Visitors will be discouraged from entering the building but where this is a necessity then hand sanitiser will be used and social distancing will be discussed with HT. Track and Trace sheets have been set up for this eventuality. 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. Staff/visitors will wear fluid resistant face coverings.</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>	P	Major	Possible	Medium	August 2020	
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> All staff will have completed health and safety orientation:</p> <ul style="list-style-type: none"> • Social distancing and one-way system plans 	E	Major	Likely	Medium	August 2020	

		<ul style="list-style-type: none"> • Handwashing training • PPE Training • Updated First Aid Training (for relevant staff) • Updated Fire Evacuation Procedures (The latest Guidance on these measure can be found by clicking the following link Social Distancing Guidelines). <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>All staff/service users 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. These are to be found at each entry point in the school and in each area.</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	Extreme	Likely	High	August 2020	

		<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. Children not facing one another and seating designated and recorded.</p> <p>Social gathering amongst employees have been discouraged whilst at work.</p> <p>Staff requested to keep in touch through remote technology such as phone, internet and social media.</p> <p>Staff have been separated into teams to reduce contact between employees.</p> <p>Staff activities are segregated to promote 2 meters distance.</p> <p>Staff face to face contact has been limited with each other to 15 minutes or less.</p> <p>Desks are arranged to maintain a minimum of 2 meters from the teacher. Employees facing in opposite directions 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</p>	E	Major	Likely	Medium	August 2020	

		<p>there is reason for multiple use, items should be wiped prior to and following use.</p> <p>Items that come into contact with your mouth such as cups & bottles will not be shared.</p> <p>Individual learners will be provided with one use resource where practical and where not, these will be wiped down between use with wipes provided.</p> <p>The outdoor areas will be used daily by each class, 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. 6 in staffroom.</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 safety matters are not adhered to then SLT will discuss with Member of staff and the rules set out again.</p> <p>The number of staff in the staffroom will be limited to six. This will be monitored by SLT.</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. All kitchen surface must be kept clear for cleaning purposes. Unclaimed items will be disposed of at the end of the week.</p> <p>Packed lunches will be kept on trolleys for ease of storage and transport. Tables and chairs will be thoroughly cleaned between users. Children will sit on their jacket if required. All food waste/wrappers will be taken home.</p> <p>Lunchtime supervision will be provided by staff member on duty.</p> <p>Pupils will not go home for lunch and must remain in school for the duration of the day. (unless agreed with HT)</p>	E	Medium	Unlikely	Medium	August 2020	
Use of Toilets	Staff, pupils,	Access to toilets will be carefully managed by PSAs and class	P	Medium	Unlikely	Medium	August 2020	

	visitors (agreed only in advance)	<p>teachers. Pupil toilets are clearly labelled.</p> <p>Limits will be placed on pupils accessing a toilet. These will be allocated per class, with signage.</p> <p>There will be a strong emphasis on hand washing after visiting the toilet, and hand washing will require to be supervised for younger children by PSA group.</p>						
Employees / Service user becomes unwell	Staff, pupils, visitors (agreed only in advance)	<p>In line with procedures and guidance, only allow employees and service users in good health to be in the setting.</p> <p>If someone develops any of the symptoms:</p> <ul style="list-style-type: none"> • a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) • a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) • loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal <p>Follow current NHS guidance https://www.nhs.uk/conditions/coronavirus-covid-19/ 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 where possible and go directly home. If a staff member requires assistance home, they should wait in the isolation space (individual disabled toilet) until they are ready to be collected. Whilst exiting the school, the employee should wear a face covering. <p>Service User</p> <ul style="list-style-type: none"> • The isolation space for staff or pupils who become unwell throughout the day is identified as the individual disabled toilet in the main building. • Emergency contact list accessible and up to date 	P	Extreme	Likely	High	August 2020	

		<ul style="list-style-type: none"> Request for immediate collection by parents/carers On collection, immediately leave the building and go directly home Facilities informed and deep clean carried out 						
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	
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	
Commonly touched surfaces	Staff, pupils, visitors (agreed only in advance)	<p>Additional sanitisation of taps and flush handles will be undertaken by janitorial services on a regular basis during the school day. All other areas will be cleaned by cleaning staff before the start of every day, paying special attention to door handles, table/counter tops, bannisters, and other areas touched regularly by staff and children, with additional cleaning during the day.</p> <p>Sanitising wipes will be available in each setting to ensure cleaning and disinfection of frequently touched objects and 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	Moderate	Possible	Medium	In place from 11th August and ongoing	

		<p>Appropriate cleaning products are used during daily preventative clean regime.</p> <p>Staff avoid touching common pieces of equipment such as photocopiers/printers/scanners/faxes and use only dedicated work equipment on the workstations.</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	
Housekeeping	Staff	<p>Appropriate cleaning products are provided, so that staff can frequently clean their work stations during the day. Staff should report where materials are lacking.</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	
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					

		<p>Helen Watt, a pupil support assistant will take responsibility for the PPE order.</p> <p>QR1 -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 / hypo-allergenic face masks 						
<p>First Aid; administering first aid rescue breaths</p>	<p>Staff, pupils, visitors (agreed only in advance)</p>	<ul style="list-style-type: none"> • Disposable gloves and disposal plastic apron should be worn to administer all First Aid due to the need for physical contact • 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). • 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. • 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. • 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, <u>advice on self-isolation</u> should be followed. Should you develop symptoms you should follow the advice on what to do on the <u>NHS website</u>. • It is likely that the child/infant having an out-of-hospital cardiac arrest will be known to you. We accept that doing 						

		<p>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>https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19</p>						
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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>Fire blankets available in required location.</p>	P	Extreme	Possible	Medium	August 2020	

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<p>Fire alarm and detection system for the building tested, inspected and maintained. Means of escape clear.</p> <p>Fire doors provided and maintained in good working order.</p> <p>Building has suitable lightening 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).</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		
Ventilation	Staff, pupils, visitors (agreed only in advance)	<p>Natural ventilation is available in the workplace, e.g. windows or open doorways.</p> <p>If natural ventilation is insufficient, ventilators, fans or air conditioners provided to ensure a consistent flow of fresh air.</p> <p>Air exchange rate of the air handling system meet standard requirements for the occupants in the building.</p> <p>Ventilation systems have been adequately maintained and serviced.</p>	E	Minor	Possible	Low		

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).						
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 (agreed only in advance)	Tanks, taps and shower outlets inspected and maintained. Suitable controls in place to reduce the risk of legionnaires disease. All other outlets to have been run for 5mins to eliminate standing water, prior to staff returning	P	Major	Possible	Medium	August 2020	
Drinking water	Staff, pupils, visitors (agreed	Drinking water fountains will be out of use. Pupils are encouraged to bring full water bottle each day to school. When requiring a refill, staff will assist pupils do this safely (taps and sink area are clean, no contact is made between water bottle	P	Moderate	Possible	Medium	August 2020	

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
	only in advance)	and tap). There will be no sharing of water bottles.						

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	
Lift Statutory Inspections	Staff, visitors, pupils	The thorough examination, inspection, testing and maintenance records for the lifts in date.						
Plant and Equipment	Staff, visitors, pupils	There is a planned preventative maintenance schedule and inventory available for key items of plant and equipment and are up-to-date	E	Major	Possible	Medium		

HAZARD	AT RISK	CONTROL MEASURES		PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.		EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<p>All 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:	M Deacon	Assessment Date:	Further action	Action Review Date(s):					
Name:	Mhairi Deacon	15.3.21	required: Y/N	Next Review Date:					
	Version 7								

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

<p>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.</p> <p>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.</p> <p>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.</p>			
Employee's name:		Date:	
Job title:		Line Manager's Name:	
Form completed by:			
<table border="1" style="width: 100%;"> <tr> <td style="height: 20px;">Any known recommendations made by Doctor and/or Occupational Health Specialist:</td> </tr> </table>			Any known recommendations made by Doctor and/or Occupational Health Specialist:
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>
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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

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)

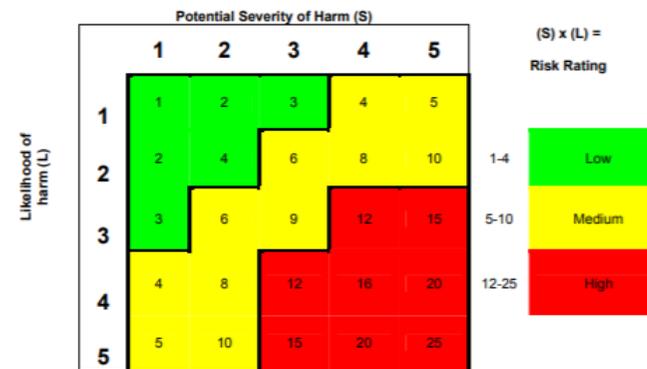
This is the likelihood that an event will occur

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 STOP! Unacceptable	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