

## Introduction

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

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

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

The toolkit is set out as follows

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

## Where do you start?

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

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

The inspection checklist will ask you to consider:

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

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

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

The risk assessment is setup with the same four topics as the inspection form but delves into more detail on how you intend to mitigate the risk of each identified hazard. The information contained within this document is generic and you should tailor the document to be relevant to your service area and take into consideration any specific advice given. We've created a resource list that will allow you to quickly find the information you need from the relevant source.

### Step 3 – Action Plan

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

## Step 4 – Communication

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

## Step 5 – Review

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

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

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

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

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

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

## COVID-19 Health & Safety Inspection Checklist

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

<b>Service area:</b> Schools
<b>Site Address:</b> Bramble Brae School, Cummings Park Drive, Aberdeen, AB16 7BL
<b>Service manager:</b> Chief Education Officer
<b>Inspection Undertaken by:</b> Quality Improvement Team / Head Teacher – Amanda Murray
<b>Approved by:</b>

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

<b>A: Employees – Consider what impact returning to work would have on your employees and how to keep your employees safe.</b>				
<b>No</b>	<b>Issues</b>	<b>Y/N/NA</b>	<b>Rating R/A/G</b>	<b>Comments</b>
1.	Has a risk assessment been undertaken for those who have a self-declared health condition which could increase their risk profile.	Y	<b>Amber</b>	Risk assessment completed for pregnant member of staff. COVID-age risk assessments completed for all staff – no additional risk assessment required as a result.
2.	Have you engaged with Trade Unions and staff during the reinstatement of the work process and in the drafting of this risk assessment to consider work processes and required controls?	Y	<b>Green</b>	Risk assessment agreed with TUs and in line with SG guidance. Staff involved in any changes/amendments to the risk assessment - ongoing review. .
3.	Are you tracking people who have been identified as high risk/are shielding.	Y	<b>Green</b>	Core HR Workforce planning information.

4.	Where practicable will staff still be allowed to work from home/remotely.	Y	<b>Amber</b>	Ongoing review – teachers working from home for Non-class contact time (blocked time) to reduce amount of time in school building. During lockdown – minimal numbers of staff in school to support the Hub and all other members of staff working from home.
5.	Can all staff maintain the <a href="#">Scottish Government</a> guidelines for social distancing based on your industry ( <a href="#">The latest Social Distancing Guidelines available here</a> ). These could include but are not limited to the following:	Y	<b>Amber</b>	<p>2 m distancing should be maintained between staff, other adults, between pupils and between staff and pupils. Classrooms are arranged so that staff can maintain 2 m distancing (e.g. staff members carefully positioning themselves 2m from children).</p> <p>Teacher / staff workstations will be wiped down between each use by different individuals, hand washing facilities / hand sanitiser available.</p> <p>Staggered start, finish, lunch and break times are in place to reduce large gatherings of children.</p> <p>Pupils assigned to learn within specific class groups for the duration of the school day to avoid large gatherings / groups and spaces / areas becoming crowded. This extends to the dining hall.</p> <p>However, this may be compromised by needs of individual pupils... A different arrangement is in place for a Targeted Support group of pupils/individual with specific needs- For example, an area designated in classrooms / teaching areas if 1-2-1 support needed.</p> <p>PPE provided for any members of staff who require to come into close contact within 2 m of a pupil (e.g. for additional support needs, first aid, etc.) for 10 minutes or more. PPE stocks in all classes as well as a central stock. Education guidance in relation to PPE is being followed.</p> <p>Staffroom altered / additional staff area set up in library and numbers limited to take account of social distancing. Staff will need to bring their own food and drinks.</p> <p>All meetings with staff are held virtually to reduce contact between staff members.</p> <p>Keep left system and floor visuals are in place to support 2m social distancing throughout the school.</p>
5a	Are you able to segregate staff's activities to promote 2 metres distance?	Y	<b>Amber</b>	See 5. above.

5b	Are you able to limit the amount of contact staff have with each other to 15 minutes or less	Y	Amber	See 5. above.
5c	Are you able to implement a one way flow system and provide visual aids (e.g. distancing markers, signage, flow system markers) for maintaining two metres distance.	N	Amber	However a 'keep left' policy will be implemented. Signage and visual aids will be provided to support this.
6.	Have staff been trained / notified before returning to work on any new procedures.	Y	Amber	Handwashing PPE Social Distancing Training completed by all staff before opening and as part of INSET day. All staff have viewed PPE guidance and electronically signed to confirm this.
7.	Have staff been instructed on how to hand wash effectively, for the suggested duration and maintain good hygiene practices.	Y	Green	Signage is displayed at all hand wash stations
8.	Have staff been instructed on social distancing where practicable while at work.	Y	Amber	See 5. above.
9.	Have staff been trained on what to do if they are experiencing COVID-19 symptoms.	Y	Green	Reissued within Risk assessment and PPE Guidance during staff training All staff are familiar with the Test and Protect arrangements Staff have been encouraged to download the NHS Protect Scotland app.
10.	Have staff been instructed to minimise business related travel and use video chat as an alternative method of maintaining contact with colleagues, suppliers and customers.	Y	Green	Staff meetings will be conducted virtually until further notice All meetings with parents will be conducted by telephone or video meet

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

No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Are you able to implement sufficient parking restrictions to maintain social distancing measures, where car use is required to perform a role?	Y	Amber	Reminder to HSLO if return to normal duties are implemented
2.	Are workers required to use either their own vehicle or company vehicle to travel to their task?	N	Green	Schools to adopt car park protocol (all reverse parking to limit exiting cars at same time). Staff have been advised that car sharing is not permitted.
3.	Are workers avoiding public transport where applicable and using alternatives (e.g. cycling, walking to work etc).	Y	Green	Where possible, if using public transport, social distancing should be observed, along with the wearing of a face covering.
4.	Have you considered staff that are required to vehicle share for their role and whether this could continue?	Y	Green	No escorts being used at this time.

5.	Has the entry and exits to the building/site been limited to the minimum number of points required.	Y	Green	Increase to usual number of entry / exit points to allow for appropriate physical distancing. Detail within Return to School Plan.
6.	Has access to the building/site been restricted to visitors and contractors etc.	Y	Amber	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, health professional)
7.	Is it practicable to confine visitors to strictly defined areas and avoid unnecessary movements around the building?	Y	Amber	Only essential visitors as outlined above and HT office would have to be used.  Parents will be asked not to enter the building. If they need to speak to a member of school staff, they should telephone or email in the normal way. All visitors to arrange appointments and sign in/out and leave contact details (reception staff/school administrator to take visitor details for Test and Protect purposes and to reduce risk of virus transmission). There is an electronic sign in system in place. Where it is essential that a visitor attend the school, such as a parent / carer collecting an unwell child, the parent will not be admitted to the school foyer and can collect their child from the school front door. Signage will be displayed at school visitor entrances to explain that visitors are generally not permitted, and a telephone number will be provided for visitors to contact a member of office staff within the building should they wish to speak with someone or have an appointment to visit the school. If a visitor has an appointment to access the building, they will be asked first to confirm that they are not displaying COVID-19 symptoms. Those displaying symptoms will not be permitted access. Where possible, visitors permitted access will remain within the reception area of the school and speak with the relevant member(s) of staff via the School Office window.
8.	Have appropriate hand wash stations (toilets) and/or hand sanitiser pump action containers been made available in every work area and on main travel routes through the building/site including access and egress areas.	Y	Green	Hand washing facilities within every classroom areas Procurement of Hand Sanitiser and Cleaning materials Hand sanitiser stations fitted at entrance points.

9.	Is advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and were people congregate.	Y	Green	Posters are displayed throughout the school. National guidance to be followed and detailed arrangements to be set out in Return to School plan.
10.	Are the signs displayed reviewed and replaced as necessary?	Y	Amber	Weekly check to be added to risk assessment for signage. Janitors/SLT (this is due to not having a full time janitor) 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 was carried out to ensure buildings were fit for small groups of staff to return and a full clean has been undertaken in preparation for pupils return on 12th August. Ongoing monitoring of the standard of cleaning being carried out – regular discussion with cleaning supervisor taking place.
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. Key areas of school being used during lockdown have been identified to ensure that cleaning is being prioritised, Additional cleaning by janitor throughout the day due not having to share a janitor.
3.	Are all hand contact points cleaned on a frequent basis including, door furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, toilets, canteen / food preparation areas?	Y	Green	In addition to the answer in 2 above, discussion is ongoing at the School Readiness for Reopening Group to determine who will clean IT equipment, toys and other resources. Items which cannot be effectively disinfected between uses have been temporarily taken out of use.
4	Have persons undertaking the cleaning been instructed with clear safe usage instructions?	Y	Green	All FM staff are trained in the safe methods of work for activity within their service areas. COVID-19 specific risk assessments have been completed and shared with all staff. Supplementary service specific FAQs 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	Roller blinds in all classes which can't be removed as they are needed to protect children from the glare of the sun.
6	Can blinds be kept opened and locked if they cannot be removed?	Y	Amber	Adult responsible for opening / closing blinds and ensuring they are not touched by pupils.
7	Can rugs and mats be removed where safe to do so to make cleaning and disinfection of floors easier?	Y	Green	All rugs and mats have been removed from classroom areas.
8	Have staff been provided with appropriate cleaning products so that they can frequently clean their work stations during the day?	Y	Green	Products to be ordered by individual schools. Facilities Management to assist in storing and replenishing appropriate cleaning materials. Products have been delivered to school and all staff know where to access these . Within each classroom there are cleaning products available to ensure regular cleaning of work stations.

**D: Building Safety – Responsible Person Checks – Consider how you ensure your building remains safe for all employees and visitors.**

Guidance on a suitable inspection can be [found here](#).

No	Issues	Y/N/ NA	Rating R/A/G	Comments
	<b>Has your responsible person carried out checks on your building in the following areas:</b>			
1.	Fire Safety Systems / Emergency Lighting.	Y	Green	All checks completed
2.	Ventilation / Humidity / Lighting & Heating.	Y	Green	All checks completed.
3.	Gas Installations.	Y	Green	All checks completed.
4.	Legionella Controls.	Y	Green	All checks completed.

5.	Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance.	Y	Green	All checks completed
6	Lift Statutory Inspections.	Y	Green	All checks completed

Signed:

\_\_\_\_\_

Date:

\_\_\_\_\_

## COVID-19 Health & Safety Risk Assessment

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
<b>Consider:</b> premises work, equipment, specific tasks etc.	<b>People at risk</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
<b>Employee Safety –</b>								
Psychological well being	Staff	<p>Regular communication is in place (individual and group) to ensure staff are not ill-informed about returning to work safely.</p> <p>New workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in procedures and policies and disseminated to employees through line managers and HR.</p> <p>Line managers are aware of how big changes to working arrangements may cause additional work-related stress and affect their employees' mental health and wellbeing.</p> <p>Managers hold regular informal discussions with their team and look at ways to reduce causes of stress.</p> <p>Concerns on workload issues or support needs are escalated to line manager.</p> <p>Managers are trained to recognise signs and symptoms that a person is working beyond their capacity to cope and deal sensitively with employees experiencing problems outside of work.</p>	P	Major	Possible	Medium	June 2020	June 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.						
Psychological wellbeing – Continued	Staff	<p>Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs</p> <p>Undertake a review of your stress risk assessment to reflect new working arrangements. Where you have made significant adjustments to employee's working practices, a review must be undertaken.</p> <p>Employees are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc) through line managers.</p> <p>During lockdown, contact maintained with all members of staff (Individually and through group meetings) every week.</p>						
Psychological wellbeing	Pupils	<p>Contact with individual parents/carers at initial return to ensure relevant, appropriate information is passed on and shared with staff in a timely manner through SEEMIS</p> <p>Ensure first aiders on site at all times following appropriate ratios.</p> <p>Ensure named Child Protection Officer is available within each setting. Parents have been reminded of these arrangements within the Contingency Plan.</p> <p>All ACC policies adhered to at all times.</p>	P	Major	Possible	Medium	August 20	August 20

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
<b>Consider:</b> premises work, equipment, specific tasks etc.	<b>People at risk</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
		Staff working with children to continue to be calm, nurturing and caring, seeking confirmation from line manager if unsure of anything.						
Virus transmission in the workplace	Staff, visitors, contractors, pupils	<p>Any employee/service user showing symptoms of Covid-19 or sharing a house with someone with Covid-19 should remain at home as per the government's guidance</p> <p>Test and Protect see link below  <a href="https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect-information-leaflet-2/pages/coronavirus-covid-19-test-and-protect---step-by-step-guide/">https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect-information-leaflet-2/pages/coronavirus-covid-19-test-and-protect---step-by-step-guide/</a></p> <p>Specific individual worker risk assessment (appendix A) has been undertaken for those who have a self-declared health condition which could increase their risk profile.</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	Extreme	Possible	High	June 2020	June 20
Someone entering the workplace with COVID-19	Staff, visitors, contractors, pupils	Request that companies who regularly attend our premises or those we work alongside us to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19. Where possible all appointments to be pre-arranged 3-4 days in advance of visit.	P Choose an item.	Extreme	Possible	Medium	June 2020 and ongoing	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
<b>Consider:</b> premises work, equipment, specific tasks etc.	<b>People at risk</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
		<p>Work with our supply chain to ensure that they're adopting good practices to prevent the spread of COVID-19 to discuss arrangements and control measures.</p> <p>Staff are made aware of COVID-19 symptoms via training sessions and visual aids such as posters in key locations, screensavers</p> <p>External visitors will be actively discouraged. Parents will be encouraged to make contact by email / phone and not in person.</p> <p>Anybody visiting site will be informed that they are not to enter if they're experiencing COVID-19 symptoms and will be advised to self-isolate in line with government recommendations</p> <p>Staff and pupils will be informed to self-isolate if they have a person living in the same household or if they've been in contact with someone displaying COVID-19 symptoms</p>						

Hazard	At Risk	Control Measures	Probability Worst Case Outcome					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
<b>Consider:</b> premises work, equipment, specific tasks etc.	<b>People at risk</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						

Travel, Access & Egress

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
<p><b>Consider:</b> premises work, equipment, specific tasks etc.</p>	<p><b>People at risk</b></p>	<p><b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.</p>						
<p>Travelling to school buildings</p>	<p>Staff, visitors, contractors</p>	<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, staff or pupils should be encouraged to follow current government advice in respect of "face coverings".</p> <p>Parking restrictions (no parent vehicles) to maintain social distancing measures in place include agreed reverse parking to limit possible exiting of cars from same side. Parents/carers are encouraged to adopt a 'Park and Stride' approach, dropping off pupils at an appropriate distance from the school.</p> <p>On arrival at the site, pupils and staff will thoroughly wash their hands at entrances for at least for 20 seconds or use hand sanitiser gel immediately on entry to the workplace.</p> <p>Children are encouraged to avoid travelling to school on public transport, with walking and cycling being promoted where safe to do so.</p> <p>At present we have no children requiring School transport, but hand sanitising must take place before every journey as well as the wearing of a face covering.</p> <p>For pupils using bicycles, bike racks will be available, but any adults (e.g. non teaching staff) supervising /</p>	<p>P</p>	<p>Moderate</p>	<p>Possible</p>	<p>Medium</p>	<p>June 2020</p>	<p>June 2020</p>

Hazard	At Risk	Control Measures	Probability Worst Case Outcome					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
		supporting pupils will need to maintain 2 m distancing between each other and the pupils.  Staff will work within one setting only and will not be able to travel between schools/establishments.						
Driving at work	Staff, Contractors	Staff roles that are required to car share are considered and whether this could continue.	P	Extreme	Likely	High	August 2020	August 2020
Entry and exit to building	Staff, visitors, contractors , pupils	Entry and exits to the building/site will be planned and managed to support physical distancing within the building  Access and exit from a building involving signing in/out at reception digitally managed, any touchscreen technology avoided. If use of a device is required then it will be cleaned after use.  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.  Hand sanitiser pump action containers / sinks with soap and water are available in every work area and on main travel routes through the building/site including access and egress areas	P	Major	Possible	Medium	June 2020	Ongoing
Entry and exit to building – Continued	Staff, visitors,	Advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and where people congregate.						

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
	contractors , pupils	Signs displayed reviewed and replaced as necessary.						
Orientation/ Training	Staff, pupils, visitors (agreed only in advance)	<p>Staff, pupils and parents have been provided with the School Recovery Contingency Plan which details issues such as the following:  <u>Prior to August 11<sup>th</sup> (on in-service day 10<sup>th</sup> August)</u>  All staff will complete health and safety orientation:</p> <ul style="list-style-type: none"> <li>● Social distancing and one-way system plans</li> <li>● Handwashing training</li> <li>● PPE Training</li> <li>● Updated First Aid Training (for relevant staff)</li> <li>● Updated Fire Evacuation Procedures (The latest Guidance on these measures can be found by clicking the following link <a href="#">Social Distancing Guidelines</a>).</li> </ul> <p><u>On first day of school entry</u></p> <p>Pupils will complete an induction including health &amp; safety orientations, which will address:</p> <ul style="list-style-type: none"> <li>● Social distancing and one-way system plans for staff/other adults</li> <li>● Handwashing training</li> </ul> <p>All will take responsibility for challenging those not following guidance.</p>	P	Major	Possible	Medium	August 2020	August 2020
Personal Hygiene	Staff, pupils, visitors	Staff will follow good infection control guidance ( <a href="#">Infection Prevention and Control in Childcare Settings (Day Care and Childminding Settings)</a> ).	P	Major	Possible	High	June 2020 and ongoing	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
	(agreed only in advance)	<p>Handwashing procedure posters are displayed in areas where handwashing takes place.</p> <p>All pupils and staff will wash hands before entering setting and build handwashing into daily routine</p> <p>Where hand washing facilities are limited, hand sanitiser will be provided. Classrooms and work areas which do not have a sink will have a supply of hand sanitiser.</p> <p>Employees or service users who suffer dry skin/dermatitis will carry their own hand cream.</p> <p>Where tissues are used they will be binned immediately, then hands will be washed.</p> <p>All will be encouraged and reminded to avoid touching eyes, nose and mouth with unwashed hands and to cough directly to crook of elbow.</p> <p>Staff/service users will be encouraged to tie back long hair where appropriate and change clothes daily .</p> <p>All children, young people and staff will wash their hands with soap and water for at least 20 seconds, or use an alcohol-based hand sanitiser. Handwashing will take place:</p> <ul style="list-style-type: none"> <li>● When entering the building (and returning after lunchtime)</li> <li>● After using the toilet</li> </ul>						

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
		<ul style="list-style-type: none"> <li>• Before and after eating or handling food</li> <li>• Before leaving the building/getting into their car,</li> <li>• After blowing the nose</li> <li>• After sneezing or coughing</li> <li>• When changing classroom</li> <li>• Prior to entering school transport</li> <li>• When arriving home</li> </ul>						
Maintaining 2m distancing	Staff, pupils, visitors (agreed only in advance)	<p>Social distancing while at work is maintained by continuing to limit social interactions at breaktime and lunchtime.</p> <p>Identified isolation area where pupils can wait and a process for them to be moved to outside to meet parents to be taken home</p> <p>Timetable organised to reduce movement of pupils around the school as much as possible. Pupils remain within class/hub bubble groups over breaktimes and lunchtimes.</p> <p>Social gatherings amongst employees have been discouraged whilst at work. Staffroom altered and numbers limited to take account of social distancing and to provide a rest area for staff. Additional areas has been identified to ensure there is adequate space.</p> <p>Staff requested to keep in touch through remote technology such as phone, internet and social media.</p> <p>This would include attendance at school of psychologists, nurses, social workers, etc. being kept to an absolute minimum. The use of remote technology (digital/virtual</p>	P	Major	Possible	Low	June 2020 and Ongoing	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
		<p>meetings) methods, meetings in outdoor settings (where possible) to support children should be used initially.</p> <p>Staff have been separated into teams to reduce contact between employees, e.g. class bubble groups</p> <p>Staff activities are segregated to promote 2 metres distance.</p> <p>Staff face to face contact has been limited with each other to 10 minutes or less. Medical grade facemasks are being worn at all times by staff</p> <p>A system of keeping left when moving around corridors and stairs is implemented and visual aids, such as signage are used for maintaining two metres distance.</p> <p>Desks are arranged to maintain a minimum of 2 metres from each other, with staff facing in opposite directions where possible (e.g. Teachers workstation in class, school office).</p> <p>Thorough orientation and ongoing reminders will be given to staff to 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. Employees will follow <a href="#">Education PPE Guidance</a> and should wear appropriate PPE including Fluid resistant face masks (type IIR) for work where individual risk assessment has</p>						

Hazard	At Risk	Control Measures	Probability Worst Case Outcome											
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial						
		<p>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"> <li>• supporting the medical and additional support requirements of children with complex needs</li> <li>• where there are invasive interventions required</li> <li>• where children have difficulty maintaining social distancing for 10 minutes or more</li> </ul> <p>Identified Health &amp; 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><b>PPE Order</b></p> <p>Central Order of</p> <ul style="list-style-type: none"> <li>• Gloves</li> <li>• Aprons</li> <li>• Face Masks</li> <li>• Paper towels/tissues</li> <li>• Hand Sanitiser</li> </ul> <table border="1" data-bbox="465 1129 1151 1367"> <thead> <tr> <th data-bbox="465 1129 696 1222">Activity</th> <th data-bbox="696 1129 927 1222">Circumstances in which PPE is required</th> <th data-bbox="927 1129 1151 1222">PPE</th> </tr> </thead> <tbody> <tr> <td data-bbox="465 1222 696 1367">Staff directly supporting a child</td> <td data-bbox="696 1222 927 1367">Medical care, e.g. feeding or nappy changing is required and the staff member</td> <td data-bbox="927 1222 1151 1367">Aprons (change after every nappy/care)</td> </tr> </tbody> </table>	Activity	Circumstances in which PPE is required	PPE	Staff directly supporting a child	Medical care, e.g. feeding or nappy changing is required and the staff member	Aprons (change after every nappy/care)						
Activity	Circumstances in which PPE is required	PPE												
Staff directly supporting a child	Medical care, e.g. feeding or nappy changing is required and the staff member	Aprons (change after every nappy/care)												

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>is within 2m for a period of 10 minutes or more.</p> <p>Physical direct contact (within 2m) with individuals for a 10 minute period or more which might involve movement of a client.</p> <p>Direct care of a child/young person within a childcare setting if they have a temperature or new continuous cough and is waiting for an adult to collect them where it is not possible to maintain 2m distance.</p>	<p>Gloves (change after every nappy/care)</p> <p>Fluid repellent surgical mask (change after each session of care)</p>						

Hazard	At Risk	Control Measures	Probability Worst Case Outcome					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<p>Emergency evacuation procedures/ fire drill &amp; muster point updated and shared with employees / service users prior to or on day of entry.</p> <p>Minimise contact with surfaces, e.g. tables, furniture and where there is reason for multiple use, items should be wiped prior to and following use.</p> <p>Items that come into contact with your mouth such as cups &amp; bottles will not be shared.</p> <p>Individual learners will be provided with one use resource where practical and where not, these will be wiped down between use with wipes provided.</p> <p>The outdoor areas will be used regularly, where possible, to support social distancing and staff will plan for this.</p> <p>Social / activity gatherings amongst pupils have been restricted so that spaces / areas do not become crowded by limiting the size of pupil groups for the duration of the school day. Large group activities such as assemblies, drama, etc. will not take place.</p> <p>All staff to monitor practice and alert SLT of any potential risks. This will trigger a review of this risk assessment</p> <p>If a service user refuses to comply with ACC risk assessment, they will be asked to work from home.</p> <p>The number of learners/staff within each area is limited as appropriate with regard to the 2m distancing rule.</p>						

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
Dining arrangements	Staff, pupils, visitors (agreed only in advance)	<p>Staff and pupils should bring their own snack etc for morning interval if required and packed lunch for the first week. The provision of free school meal vouchers will continue until 14 August.</p> <p>For week commencing Monday 17<sup>th</sup> August, packed lunch service will be provided. Further discussions will be required on a site by site basis as to how service will be delivered and from where.</p> <p>For week commencing Monday 24<sup>th</sup> August, return to full service. Again further discussions will be required on a site by site basis to determine exactly how service will be provided.</p> <p>Separate risk assessment for breakfast club will be undertaken during Term 1 to determine whether it is possible to provide the service.</p> <p>Morning breaks and lunch breaks will be staggered to reduce number of pupils queuing / congestion in the dining hall.</p> <p>Pupils will be seated in class bubbles within the dining hall. A table plan is displayed for staff to ensure a consistent approach.</p>	P	Major	Possible	Medium	August 2020 and ongoing	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.						
		<p>During school closure/lockdown the dining hall will not be used. All children will eat lunch in their hub area to allow for appropriate social distancing.</p> <p>All pupils and staff <b>leaving the site</b> for lunch must follow the guidelines for social distancing in takeaways and shops. -These arrangements will be reviewed as restrictions are reviewed</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>Any uneaten food / waste wrappers etc will be taken home, to help reduce the risk of infection spread.</p>						
Use of Toilets	Staff, pupils, visitors (agreed only in advance)	<p>Supervision of pupils at break times – maintenance of 2 m distancing between adults and pupils. Break times will be staggered to facilitate use.</p> <p>There will be a strong emphasis on hand washing after visiting the toilet, and hand washing may require to be supervised for younger children. All children will be required to hand wash when return to class too.</p> <p>There will be a visual system in place for staff toilets too.</p>	P	Major	Possible	High	Ongoing	Ongoing
Employees / Service user becomes unwell	Staff, pupils, visitors (agreed)	<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>	P	Extreme	Possible	High	Ongoing	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
	only in advance)	<ul style="list-style-type: none"> <li>● <b>a high temperature</b> – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>● <b>a new, continuous cough</b> – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</li> <li>● <b>loss or change to your sense of smell or taste</b> – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal</li> </ul> <p>Follow current NHS guidance  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a>            All school staff will be asked to familiarise themselves with the local <u>Test, Trace, Isolate and Support Strategy</u>.</p> <p>Follow procedures to remove from setting where someone becomes unwell.</p> <p><b>Employee</b></p> <ul style="list-style-type: none"> <li>● Immediately leave the building and go directly home . Arrangements will be made for class cover.</li> </ul> <p><b>Service User</b></p> <ul style="list-style-type: none"> <li>● Isolation area within the building identified (parent room / nurture room ) in case of any individuals who present as unwell during the session. From upstairs the 'old entrance' should be used for leaving the building.</li> <li>● Emergency contact list accessible and up to date</li> <li>● Request for immediate collection by parents/carers</li> </ul>						

Hazard	At Risk	Control Measures	Probability Worst Case Outcome					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
<b>Consider:</b> premises work, equipment, specific tasks etc.	<b>People at risk</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
		<ul style="list-style-type: none"> <li>On collection, immediately leave the building and go directly home</li> <li>Facilities informed and deep clean carried out</li> </ul>						

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
<b>Consider:</b> premises work, equipment, specific tasks etc.	<b>People at risk</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
<b>Cleaning and hygiene measures</b>								
Environmental Cleaning	Staff, visitors, contractors , pupils	A deep clean of the property / site before returning is performed if required.	P	Minor	Possible	Low	05/06/20	07/08/20
Cleaning Frequency	Staff, visitors, contractors , pupils	The ongoing cleaning frequency is made sufficient enough such that cleaning can be undertaken daily and supplementary sanitisation by janitorial staff when site/building/premises is occupied.	P	Moderate	Possible	Medium	In place from 11th August and ongoing	Ongoing
Commonly touched surfaces	Staff, visitors, contractors , pupils	All hand contact points cleaned on a frequent basis throughout the day including, door handles, light switches, furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, toilets, canteen / food preparation areas.	P	Moderate	Possible	Medium	In place from 11th August and ongoing	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
		<p>Where practical, curtains and blinds are removed to minimise the areas where viruses can be difficult or time consuming to remove.</p> <p>Blinds kept opened and locked if they cannot be removed.</p> <p>Rugs and mats are removed where safe to do so to make cleaning and disinfection of floors easier. Appropriate cleaning products are used during daily preventative clean regime.</p> <p>Staff avoid touching common pieces of equipment such as printers/scanners/faxes and use only dedicated work equipment on the workstations. . If staff do have to use common equipment like printers, they should disinfect it with anti bacterial wipe after each use. Social distancing to be adhered to when using common equipment in resource rooms.”</p> <p>Any use of common work equipment is restricted and managed.</p>						
Use of cleaning products	Staff, visitors, contractors , pupils	<p>Persons undertaking the cleaning been instructed with clear safe usage instructions.</p> <p>The relevant Safety Data Sheet and COSHH assessment is provided for the substances in use</p> <p>Correct PPE is provided for the use of cleaning materials</p>	P	Moderate	Possible	Medium	In place from 11th August and ongoing	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
<b>Consider:</b> premises work, equipment, specific tasks etc.	<b>People at risk</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Housekeeping	Staff, Contractors, pupils	Appropriate cleaning products are provided, so that staff can frequently clean their work stations during the day.  Staff provided with waste bins lined with a plastic bag so that they can be emptied without contacting the contents.  Staff are instructed that the emptying of bins and wastepaper baskets should be followed by hand washing.	P	Moderate	Possible	Medium	In place from 11th August and ongoing	Ongoing

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
<b>Consider:</b> premises work, equipment, specific tasks etc.	<b>People at risk</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
<b>Fire Safety Systems / Emergency Lighting</b> - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed <a href="#">here</a>								

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
<p><b>Consider:</b> premises work, equipment, specific tasks etc.</p>	<p><b>People at risk</b></p>	<p><b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.</p>						
<p>Fire, heat, burns, smoke inhalation</p>	<p>Staff, visitors, contractors , pupils</p>	<p>Responsible person has carried out checks on your building in the following areas:</p> <p>Emergency lighting suitable, sufficient and maintained.</p> <p>Suitable number fire extinguishers available in required locations.</p> <p>Fire hoses available and operational (if installed).</p> <p>The sprinkler system including head's maintained (if fitted).</p> <p>Dry / wet risers inspected and maintained (if installed).</p> <p>Fire blankets available in required location.</p> <p>Fire alarm and detection system for the building tested, inspected and maintained.</p> <p>Means of escape clear.</p> <p>Fire doors provided and maintained in good working order.</p> <p>Building has suitable lightning conductors / protection.</p> <p>The fire risk assessment suitable &amp; sufficient / current.</p>	<p>P</p>	<p>Extreme</p>	<p>Possible</p>	<p>Medium</p>	<p>August 2020</p>	<p>June 2020</p>

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

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
			<b>Gas Installations</b> - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here					
Gas Installations	Staff, visitors, contractors , pupils	Gas installations e.g. boilers been inspected, tested and maintained at required frequencies.  Adequate ventilation available next to gas installations.  Gas isolation control switches available and clearly identified.  Supplier's emergency contact number clearly displayed, un- obscured and legible.  Gas cylinders being used safely (if used).	P	Extreme	Possible	High	August 2020	

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

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
<b>Consider:</b> premises work, equipment, specific tasks etc.	<b>People at risk</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Water outlets Legionella	Staff, visitors, contractors , pupils	Tanks, taps and shower outlets inspected and maintained.  Suitable controls in place to reduce the risk of legionnaires disease.  Showers been run at maximum temperature for 5mins to eliminate standing water and eradicate legionella bacteria.  All other outlets to have been run for 5mins to eliminate standing water, prior to staff returning	P	Major	Possible	Medium	August 2020	
Drinking water	Staff, visitors, contractors , pupils	Separate drinking water facilities should be made available for staff and pupils to fill their own water bottles. Facilities to be wiped down after each use.	P	Moderate	Possible	Medium	August 2020	

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

HAZARD	AT RISK	CONTROL MEASURES		PROBABILITY WORST CASE OUTCOME					
<b>Consider:</b> premises work, equipment, specific tasks etc.	<b>People at risk</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.		<b>EXISTING/ PROPOSED</b> 'E' or 'P'	<b>Possible Outcome</b>	<b>Likelihood</b>	<b>Risk rating:</b> High Medium Low	<b>Proposed Timescale</b>	<b>Action Completed Date/Initial</b>
	Staff, visitors, contractors	Enough space is available for personnel to undertake their tasks safely and comfortably.  Personnel have the appropriate competences and/or trained to use machines/work equipment.							
<b>Signed:</b>		<b>Assessment Date:</b>	<b>Further action required: Y/N</b>		<b>Action Review Date(s):</b>				
<b>Name:</b>					<b>Next Review Date:</b>				

## Action Plan

Point Ref	Details of Corrective Action Required	Timescale	Responsible Person	Closed Out
A2	Risk assessment for staff with self-declared health condition to be and agreed with Trade Unions	June 2020	CJ/ P&O	
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/Corpor ate 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:

\_\_\_\_\_