

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](#)

This risk assessment will be kept under constant review ; SLT will meet at the end of each day to review, with staff encouraged to forward observations, comments and questions.

COVID-19 Health & Safety Inspection Checklist

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

Service area: Cults Academy
Site Address: Quarry Road, Cults, Aberdeen
Service manager: Chief Education Officer
Inspection Undertaken by: Quality Improvement Team / Head Teacher
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.
2.	Have you engaged with Trade Unions and staff during the reinstatement of the work process and in the drafting of this risk assessment to consider work processes and required controls?	Y	Green	Risk assessment to be shared with TUs and in line with SG guidance
3.	Are you tracking people who have been identified as high risk/are shielding.	Y	Green	Employees will record absence within CoreHR. The risk assessment should be circulated to all staff and a copy shared with the school QIM and school TU reps.

4.	Where practicable will staff still be allowed to work from home/remotely.	Y	Green	Ongoing review with individual members of staff and in response to staff questionnaire.
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	<p>2m distancing should be maintained between staff, other adults, and between staff and pupils. Classrooms are arranged so that staff can maintain 2m distancing (eg staff workstation 2m from nearest pupil desks). Teacher workstations will be wiped down between each use by different individuals. If wipes are used, pupils will wipe their own desks, if spray bottles are used, the teacher will spray the desk at the end of each class, and the incoming pupils will wipe their own desks using paper towelling, which will then be safely disposed of. Hand washing facilities / hand sanitiser available.</p> <p>Pupils assigned to learn within specific groups (where possible) for the duration of the school day to avoid large gatherings / groups and spaces / areas becoming crowded.</p> <p>However, this may be compromised by needs of individual children. A different arrangement is in place for a Targeted Support group of pupils with specific needs. For example, an area designated in classrooms / teaching areas if 1-2-1 support needed.</p> <p>PPE provided for any members of staff who require to come into close contact (within 2m of a pupil (eg for additional support needs, first aid etc.)</p> <p>Staffroom has been set up to accommodate 20 people maximum (ensuring 2m distancing) with a rota available for its use. Staff will need to bring their own food and drinks. Staff using staff bases must ensure 2m physical distancing.</p>
5a	Are you able to segregate staff's activities to promote 2 metres distance?	Y	Green	<p>2m distancing should be maintained between staff, other adults, and between staff and pupils. Classrooms are arranged so that staff can maintain 2m distancing (eg staff workstation 2m from nearest pupil desks). Tape has been put on the floor in classrooms to indicate 2m distance from the teacher workstation. Teacher workstations will be wiped down between each use by different individuals, hand washing facilities / hand sanitiser available.</p> <p>Pupils assigned to learn within specific groups (where possible) for the duration of the school day to avoid large gatherings / groups and spaces / areas becoming crowded.</p> <p>However, this may be compromised by needs of individual children. A different arrangement is in place for a Targeted Support group of pupils with specific needs. For example, an area designated in classrooms / teaching areas if 1-2-1 support needed.</p> <p>PPE provided for any members of staff who require to come into close contact (within 2m of a pupil (eg for additional support needs, first aid etc.)</p> <p>Staffroom has been set up to accommodate 20 people maximum (ensuring 2m distancing) with a rota available for its use. Staff will need to bring their own food and drinks. Staff using staff bases must ensure 2m physical distancing.</p>

5b	Are you able to limit the amount of contact staff have with each other to 15 minutes or less	Y	Green	Staffroom has been set up to accommodate 20 people maximum (ensuring 2m distancing) with a rota available for its use. Staff will need to bring their own food and drinks. Staff using staff bases must ensure 2m physical distancing. Physical meetings between staff must be kept as short as possible and must observe 2m physical distancing.
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	A one-way system has been identified, including stairwells which are 'up' only and 'down' only. Appropriate signage will be in place. All pupils and staff will be briefed on this in advance of return, and there will be an induction process at the start of each day a new group of pupils begins the term in school. A paper copy of the one-way system will be given to each pupil, with an electronic version sent to parents.
6.	Have staff been trained / notified before returning to work on any new procedures.	Y	Green	Handwashing PPE Social Distancing One way systems Training to be completed by all staff on Monday 10 th August 2020 and Tuesday 11 th August 2020.
7.	Have staff been instructed on how to hand wash effectively, for the suggested duration and maintain good hygiene practices.	Y	Green	As above Ensure signage is available at all hand wash stations
8.	Have staff been instructed on social distancing where practicable while at work.	Y	Green	2m distancing should be maintained between staff, other adults, and between staff and pupils. Admin staff / office and resource areas (eg photocopiers), and classrooms are arranged so that staff can maintain 2m distancing eg staff workstation 2m from nearest pupil desks). Teacher / staff workstations will be wiped down between each use by different individuals. Handwashing / hand sanitiser available. Pupils assigned to learn within specific groups (where possible) for the duration of the school day to avoid large gatherings / groups and spaces / areas becoming crowded. Seating plan records will be kept for each classroom. A record will be kept of pupils who are allowed out during class time to go to the toilet. However, this may be compromised by needs of individual children. A different arrangement is in place for a Targeted Support group of pupils with specific needs. For example, an area designated in classrooms / teaching areas if 1-2-1 support needed. PPE will be provided for any members of staff who require to come into close contact with a pupil (e.g. additional support neds or in a first aid situation). Staffroom has been set up to accommodate 20 people maximum (ensuring 2m distancing) with a rota available for its use. Staff will need to bring their own food and drinks. Staff using staff bases must ensure 2m physical distancing.
9.	Have staff been trained on what to do if they are experiencing COVID-19 symptoms.	Y	Green	Staff have been advised not to come to work if experiencing Covid-type symptoms. They should self-isolate and arrange a Covid test as soon as possible. Staff have been asked

				to familiarise themselves with the Test and Protect system and have completed a Google Form to confirm this,.
10.	Have staff been instructed to minimise business related travel and use video chat as an alternative method of maintaining contact with colleagues, suppliers and customers.	Y	Green	Staff have been advised to avoid public transport if possible. If using public transport, social distancing should be observed, along with the wearing of a face covering. Staff have been advised not to car share.

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	Car park of a sufficient size to allow for sensible parking. Reminder to Home School Liaison Officer (HSLO) if return to normal duties are implemented.
2.	Are workers required to use either their own vehicle or company vehicle to travel to their task?	N	Green	Schools to adopt car park protocol (eg all reverse parking to limit exiting cars at same time).
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-one is required to vehicle share to carry out their role. If staff require to car share for attending work, Scottish Government Guidance should be followed in relation to the use of face coverings.
5.	Has the entry and exits to the building/site been limited to the minimum number of points required.	Y	Green	Community car park to be closed. Main car park will be the only entrance for private vehicles . Parent / pupil vehicles will not be allowed to enter the car park, unless a pupil has a disability.
6.	Has access to the building/site been restricted to visitors and contractors etc.	Y	Green	Essential personnel by prior arrangement only – all protocols to be observed Emergency contractors, as above and when learners are not in attendance where possible. For ongoing planned construction works Corporate Landlord and Capital will work with contractors to ensure appropriate mitigation is in place such as sites physically separated from rest of building and contractors use separate entrances etc. Other essential visitors only where the impact of non attendance would cause further harm (e.g. essential maintenance contractors, Educational Psychologist) Schools with open play areas will need to consider the impact of this within their risk assessment.
7.	Is it practicable to confine visitors to strictly defined areas and avoid unnecessary movements around the building?	Y	Green	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 official visitors to arrange appointments and sign in/out and leave contact details. Where it is imperative 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 sanitiser has been placed at every entrance to the building. It is also available in every teaching area which does not have a sink. Where a teaching area does have a sink, pupils and staff should wash hands using soap and water. Pupils and staff should wash/sanitise hands on every entry to and exit from the building and every entry to and exit from a teaching space.
9.	Is advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and where people congregate.	Y	Green	Advisory signage is in place.
10.	Are the signs displayed reviewed and replaced as necessary?	Y	Amber	Weekly check to be added to risk assessment for signage. School staff to replace signage where necessary.

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

No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Have you completed a clean of the property / site before returning	Y	Green	Most schools, other than those which were used for Keyworker Childcare or Vulnerable Learner Hubs, have laid empty since 23 March. Initial cleaning is in progress to ensure buildings are fit for small groups of staff to return and a full deep clean will be undertaken prior to pupils return on 11 August.
2.	Is the ongoing cleaning frequency sufficient and is cleaning required and can cleaning be undertaken when site/building/premises is occupied?	Y	Green	Daily cleaning will be undertaken by Cleaning Services, supplemented by Janitorial staff undertaking regular cleaning of frequent hand touch points during the school day. All surface cleaning will be undertaken using EN14476 rated (for destroying enveloped viruses) disinfecting solutions.
3.	Are all hand contact points cleaned on a frequent basis including, door furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, toilets, canteen / food preparation areas.	Y	Green	In addition to the answer in 2 above, discussion is ongoing at the School Readiness for Reopening Group to determine who will clean IT equipment, toys and other resources. Items which cannot be effectively disinfected between uses will be temporarily taken out of use.

4	Have persons undertaking the cleaning been instructed with clear safe usage instructions.	Y	Green	All FM staff are trained in the safe methods of work for activity within their service areas. COVID-19 specific risk assessments have been completed and shared with all staff. Supplementary service specific FAQ's have also been prepared and shared with staff upon their return to work.
5	Can where practical curtains and blinds be removed to minimise the areas where viruses can be difficult or time consuming to remove.	Y	Green	Individual members of staff to manage blinds in each area of school. If opening or closing blinds, staff should ensure hands are washed immediately.
6	Can blinds be kept opened and locked if they cannot be removed.	N	Amber	Blinds needed to maintain appropriate room temperatures. Individual members of staff to manage blinds in each area of school. If opening or closing blinds, staff should ensure hands are washed immediately.
7	Can rugs and mats be removed where safe to do so to make cleaning and disinfection of floors easier.	Y	Green	All schools to complete this task and agree storage prior to opening.
8	Have staff been provided with appropriate cleaning products so that they can frequently clean their own work stations during the day.	Y	Green	Products to be ordered by individual schools through PPE order form. Facilities Management to assist in storing and replenishing appropriate cleaning materials.

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

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

No	Issues	Y/N/ NA	Rating R/A/G	Comments
	Has your responsible person carried out checks on your building in the following areas:			
1.	Fire Safety Systems / Emergency Lighting.	Y	Green	Corporate landlord will confirm to individual head teachers when all checks up to date. Prior to this staff access to building restricted to daytime hours only, max 4 people (primary schools) / 8 people (secondary schools) for no more than 2 hours each day, and only for specific recovery planning purposes.
2.	Ventilation / Humidity / Lighting & Heating.	Y.	Green	Corporate landlord will confirm to individual head teachers when all checks up to date. Prior to this staff access to building restricted to daytime hours only, max 4 people (primary schools) / 8 people (secondary schools) for no more than 2 hours each day, and only for specific recovery planning purposes.
3.	Gas Installations.	Y	Green	Corporate landlord will confirm to individual head teachers when all checks up to date. Prior to this staff access to building restricted to daytime hours only, max 4

				people (primary schools) / 8 people (secondary schools) for no more than 2 hours each day, and only for specific recovery planning purposes.
4.	Legionella Controls.	Y	Green	Corporate landlord will confirm to individual head teachers when all checks up to date. Prior to this staff access to building restricted to daytime hours only, max 4 people (primary schools) / 8 people (secondary schools) for no more than 2 hours each day, and only for specific recovery planning purposes.
5.	Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance.	Y	Green	Corporate landlord will confirm to individual head teachers when all checks up to date. Prior to this staff access to building restricted to daytime hours only, max 4 people (primary schools) / 8 people (secondary schools) for no more than 2 hours each day, and only for specific recovery planning purposes.
6	Lift Statutory Inspections.	Y	Green	Corporate landlord will confirm to individual head teachers when all checks up to date. Prior to this, lifts are not to be used. Staff access to building restricted to daytime hours only, max 4 people (primary schools) / 8 people (secondary schools) for no more than 2 hours each day, and only for specific recovery planning purposes.

Signed: _____ Date: _____

COVID-19 Health & Safety Risk Assessment

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

Psychological well being	Staff, pupils	<p>Regular communication is in place (individual and group) to ensure staff are not ill-informed about returning to work safely. Staff have been and will be briefed at staff meetings and kept up-to-date via email.</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>https://peopleanytime.aberdeencity.gov.uk/coronavirus-advice-for-employees/ Guidance for managers and employees on the Zone.</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 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>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	Major	Possible	Medium	August 2020	11/8/20 DB
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		Employees are made aware of the impact of COVID 19 on their job/change of working environment.						
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. Parents have been reminded of these arrangements within the Contingency Plan.</p> <p>All ACC policies adhered to at all times.</p> <p>Staff working with children to continue to be calm, nurturing and caring, seeking confirmation from line manager if unsure of anything.</p>	P	Major	Possible	Medium	August 2020	11/8/20 DB
Virus transmission in the workplace	Staff, pupils, visitors (agreed only in advance)	<p>Any employee/service user showing symptoms of Covid-19 or sharing a house with someone with Covid-19 should remain at home as per the government's guidance. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>Specific individual employee risk 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 risk assessment, feedback any concerns and agree the content at school level. This has been completed through a consultative Recovery Working Group. All staff have had the opportunity to comment. The risk assessment should then be circulated to all staff and a copy shared with the school QIM and school TU reps. It will be kept under constant review and updates as necessary.</p>	P	Extreme	Possible	High	August 2020	11/8/20 DB

		<p>Individuals (pupils and staff) who have been shielding will be allowed access to school buildings. They consult with their GP if there are any concerns.</p> <p>Advice is shared with staff members and staff have been fully briefed and kept up to date with current advice on staying protected through appropriate 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 who work alongside us provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19.</p> <p>Visitors especially contractors should be by appointment only. Contact details to be recorded when signing in. Discuss arrangements with Robertson FM.</p> <p>Staff are made aware of COVID-19 symptoms via training sessions and visual aids such as posters in key locations.</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	11/8/20 DB
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, staff or pupils should be encouraged to follow current government advice in respect of "face coverings".</p> <p>Parking restrictions to maintain social distancing measures in place include agreed reverse parking to limit possible exiting of cars from same side.</p>	P	Moderate	Possible	Medium	August 2020	11/8/20 DB

		<p>On arrival at the site, pupils and staff will thoroughly wash their hands at entrances for at least 20 seconds or use hand sanitiser gel immediately on entry to the workplace. Children are encouraged to avoid travelling to school on either public or school transport with walking being promoted where safe to do so.</p> <p>From Monday 31st August 2020 all school user must wear a face covering when in corridors and other communal areas. There will be a supply at each entrance for anyone who has forgotten or lost their face covering, whilst there will be a supply in each staff base for anyone who loses a face mask during the day.</p> <p>Parents/carers are encouraged to adopt a 'Park and Stride' approach, dropping off pupils at an appropriate distance from the school.</p> <p>The Transport Unit is providing more information for all parents, carers and young people around the expectations for school transport. In summary:</p> <ul style="list-style-type: none">• Pupils must clean their hands before entering and leaving the bus - we would encourage all pupils to have their own sanitiser for this purpose.• Pupils should fill up from the back• Pupils must respect social distancing requirement for all adults ie the driver and the escort.• Pupils are not required to wear face coverings on dedicated school transport but may wish to do so.• Escorts may wear PPE, including face coverings.• No food or drinks can be consumed on school transport. <p>For pupils who access public transport, they must follow the requirements at the time - i.e. social distancing and the wearing of a face covering. Due to the uncertainty of being able to get on a public bus, pupils and parents may wish to consider an alternative way of getting to school.</p> <p>For pupils arriving by car - no cars will be able to enter the school car park (unless a pupil has a disability which requires closer access). We encourage those dropping off to adopt a 'Park and</p>						
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		Stride' approach, dropping off in nearby streets to avoid congestion.						
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. Pupils will be given designated entrances depending on their year group, which they must use in the morning, after interval and after lunchtime.</p> <p>From Monday 31st August 2020 all school user must wear a face covering when in corridors and other communal areas. There will be a supply at each entrance for anyone who has forgotten or lost their face covering, whilst there will be a supply in each staff base for anyone who loses a face mask during the day.</p> <p>If teachers are leaving during the course of the day, they will email rather than physically signing out.</p> <p>External visitors will be actively discouraged. Parents will be asked to make contact by email / phone and not in person. Any essential visitors confined to strictly defined areas and unnecessary movements around the building avoided.</p> <p>Hand sanitiser is available in every work area and through the building including access and egress areas where there are no sink facilities.</p> <p>Advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and where people congregate.</p> <p>Signs displayed reviewed and replaced as necessary.</p>	P	Major	Possible	Medium	August 2020	11/8/20 DB
Orientation/ Training	Staff, pupils, visitors (agreed only in advance)	<p>All staff will complete health and safety orientation:</p> <ul style="list-style-type: none"> ● Social distancing and one-way system plans ● Handwashing training ● PPE Training ● Updated First Aid Training (for relevant staff) ● Updated Fire Evacuation Procedures (The latest Guidance on these measures can be found by clicking the following link Social Distancing Guidelines). 	P	Major	Possible	Medium	August 2020	11/8/20 DB

		<p><u>On first day of school entry</u></p> <p>Pupils will complete an induction including health & safety orientations, which will address:</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 pupils and staff will wash hands before entering and exiting the building and also each teaching area. They will 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>From Monday 31st August all school user must wear a face covering when in corridors and other communal areas. There will be a supply at each entrance for anyone who has forgotten or lost their face covering, whilst there will be a supply in each staff base for anyone who loses a face mask during the day.</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	11/8/20 DB

		<p>Handwashing will take place:</p> <ul style="list-style-type: none"> ● When entering the building ● When entering or exiting each teaching area ● 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 where possible, with designated entrances and exits.</p> <p>Social gathering amongst employees will be carefully managed whilst at work. The staffroom has been set up to accommodate 20 maximum, ensuring 2m social distance, with a rota in place.</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 meetings should be kept as short as possible, with a 2m physical distance maintained at all times.</p> <p>A one-way flow system is implemented and visual aids, with signage being used re maintaining two meters distance.</p> <p>Desks are arranged to maintain a minimum of 2 meters from each other, with staff facing in opposite directions where possible (e.g. in school office).</p> <p>Seating plan records will be kept.</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	Major	Possible	High	August 2020	11/8/20 DB

		<p>Emergency evacuation procedures/ fire drill & muster point updated and shared with employees / service users prior to or on day of entry.</p> <p>Minimise contact with surfaces, e.g. tables, furniture and where there is reason for multiple use, items should be wiped prior to and following use.</p> <p>Items that come into contact with your mouth such as cups & bottles will not be shared.</p> <p>Individual learners will be provided with one use resource where practical and where not, these will be wiped down between use with wipes provided.</p> <p>The outdoor areas will be used where appropriate, to support social distancing and staff will plan for this.</p> <p>Numbers of employees/service users in a room will be restricted to comply with capacity figures of each individual room.</p> <p>All staff to monitor practice and alert SLT of any potential risks. This will trigger a review of this risk assessment</p> <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>						
Dining arrangements	Staff, pupils, visitors (agreed only in advance)	<p>Pupils are strongly encouraged to bring their own snack for morning interval. All pupils will be expected to go outside at interval and lunchtime. Year groups will be allocated to either the snack bar or canteen for purchasing items for morning interval. Year groups will be given allocated areas for access to dining facilities for hot meals at lunchtime. All S1-S3 pupils will be required to remain onsite at lunchtime (as normal). Senior Phase pupils will be allowed to leave the school grounds at lunchtime, but will be reminded to observe social distancing and wear a face covering if accessing local shops. When returning from outwith school, they should wait in the school grounds and access the school by their designated entrance.</p>	P	Major	Possible	Medium	August 2020	11/8/20 DB

Use of Toilets	Staff, pupils, visitors (agreed only in advance)	<p>Access to toilets will be carefully managed by allowing pupils only to use the 'single-user' accessible toilets during class time. At break and lunchtime, S4-S6 pupils can access multi-user toilets on the first floor, whilst pupils in S1-S3 can access multi-user toilets on floors 2 and 3.</p> <p>A record will be kept of pupils who are allowed out to the toilet during class time.</p> <p>Break times will be staggered</p> <p>There will be a strong emphasis on hand washing after visiting the toilet.</p>	P	Major	Possible	Medium	August 2020	11/8/20 DB
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 Test and Protect arrangements.</p> <p>Follow procedures to remove from setting where someone becomes unwell.</p> <p>Employee</p> <ul style="list-style-type: none"> ● Immediately leave the building and go directly home, wearing a face covering. Arrangements will be made for class cover. <p>Service User</p> <ul style="list-style-type: none"> ● Isolation area within the building identified (Conference Suite) in case of any individuals who present as unwell during the session (consider near entrance) 	P	Major	Possible	High	August 2020	11/8/20

		<ul style="list-style-type: none"> • Emergency contact list accessible and up to date • Request for immediate collection by parents/carers • On collection, immediately leave the building and go directly home, wearing a face covering. • 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>Tables, desks and chairs will be wiped by staff (re their own work area). For pupil tables, desk and chairs, the teacher will spray with Covidguard at the end of the lesson. The incoming pupils for the next lesson will then wipe these with paper towelling, with five minutes having elapsed. Paper towelling will be disposed of safely in the bin.</p>	P	Moderate	Possible	Medium	In place from 11th August and ongoing	

		<p>Where practical, soft furnishings are removed to minimise the areas where viruses can be difficult or time consuming to remove.</p> <p>Users should wash/sanitise hands after opening or closing blinds.</p> <p>Rugs and mats are removed where safe to do so to make cleaning and disinfection of floors easier.</p> <p>Appropriate cleaning products are used during daily preventative clean regime.</p> <p>Staff avoid touching common pieces of equipment such as 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.</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 	P	Major	Possible	High	August 2020	11/8/20 DB

		<p>☐ where children have difficulty maintaining social distancing for 10 minutes or more</p> <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>PPE Order</p> <p>Central Order of</p> <ul style="list-style-type: none"> • Gloves • Aprons • Face Masks • Hand Sanitiser <p>Local order of</p> <ul style="list-style-type: none"> • Tissues 						
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Work must continue alongside COVID-19 and you still have a duty to ensure a safe place of work for your staff, visitors etc. If you're intending to bring your staff back to your workplace and your workplace has been sat idle, we would suggest giving some consideration to the following topics:

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

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>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>	P	Extreme	Possible	Medium	August 2020	
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>	E	Minor	Possible	Low		

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

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. 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, pupils, visitors (agreed only in advance)	Drinking water fountains will be in use. Posters at each fountain advise that bottles can be filled. There must be no drinking directly from them. Frequent touch points will be cleaned during the day. Anyone using the drinking fountains must sanitise their hands immediately before and after use.	P	Moderate	Possible	Medium	August 2020	17/8/20 DB

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,	P	Major	Possible	Medium	August 2020	

		plant and equipment e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems.						
Lift Statutory Inspections	Staff, visitors, pupils	The thorough examination, inspection, testing and maintenance records for the lifts in date.	P	Major	Possible	Medium	August 2020	
Plant and Equipment	Staff, visitors, pupils	<p>There is a planned preventative maintenance schedule and inventory available for key items of plant and equipment and are up-to-date</p> <p>All fixed guards on machinery in place, secure and well maintained.</p> <p>The safety devices and controls e.g. emergency stops, light guards etc been checked to ensure safe operation.</p> <p>Defective equipment been taken out of service awaiting repair.</p> <p>Enough space is available for personnel to undertake their tasks safely and comfortably.</p> <p>Personnel have the appropriate competences and/or trained to use machines/work equipment.</p>	E	Major	Possible	Medium		

**Appendix 2 - Risk scoring and rating table****Severity (S)**

This is the degree of harm that may be caused

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

Likelihood (L)

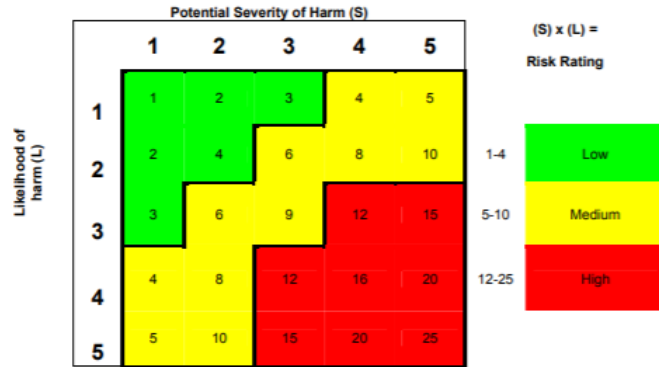
This is the likelihood that an event will occur

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

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



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



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