

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 August 2021

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

Service area: 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. Vulnerable staff had been asked to complete a COVID-age risk assessment (Sep 2020). All staff have now been asked to complete this. The Chief Medical Officer had written to everyone on the shielding list in relation to the move to level 0. His advice is that people at highest risk can now follow the same advice as the rest of the population in the context of the Scottish Government's cautious approach to easing restrictions. The CMO's advice to everyone on the list is that it is currently safe to go onto work if you cannot work from home and that it is safe to use public transport.
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	<p>Employees will record absence within CoreHR.</p> <p>The risk assessment should be circulated to all staff and a copy shared with the school QIM and school TU reps.</p>
4.	Where practicable will staff still be allowed to work from home/remotely.	Y	Green	<p>As the advice has now changed for those on the shielding list, staff are expected to be in school for work. In certain individual circumstances, there may be scope for home working.</p>
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>Physical distancing between adults, and between adults and children and young people, should remain in place in the school estate. As we are already operating with 2m distancing in place, this is what we will continue with from 16 August 2021 onwards, until advice changes.</p> <p>Classrooms in use and other teaching areas are arranged so that staff and pupils can maintain 2m distancing. 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. Covid Guard spray will be regularly replenished to ensure it is not out of date. Hand washing facilities / hand sanitiser available.</p> <p>Face coverings must be worn by pupils and staff at all times in classrooms and in corridors / communal areas. Staff wear fluid-resistant surgical face masks (Type IIR), and should change these regularly throughout the day.</p> <p>Staff have been advised that they can circulate in class to help young people – interactions should be brief.</p> <p>The staffroom is available for use to a maximum of 20 people, observing 2m social distancing. Staff using staff bases must ensure 2m physical distancing. Each office and staff base has a sign indicating the maximum capacity of the room, which must be observed. Face coverings should be worn in staff bases when not eating or drinking.</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 in use and other teaching areas are arranged so that staff and pupils can maintain 2m distancing. 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>Face coverings must be worn by pupils and staff at all times in classrooms and in corridors / communal areas. Staff wear fluid-resistant surgical face masks (Type IIR), and should change these regularly throughout the day.</p> <p>Staff have been advised that they can circulate in class to help young people – interactions should be brief.</p> <p>The staffroom is available for use to a maximum of 20 people, observing 2m social distancing. Staff using staff bases must ensure 2m physical distancing. Each office and staff base has a sign indicating the maximum capacity of the room, which must be observed. Face coverings should be worn in staff bases when not eating or drinking.</p>

5b	Are you able to limit the amount of contact staff have with each other to 15 minutes or less	Y	Green	<p>The staffroom is available for use to a maximum of 20 people, observing 2m social distancing. Staff using staff bases must ensure 2m physical distancing. Each office and staff base has a sign indicating the maximum capacity of the room, which must be observed. Staff will need to bring their own food and drinks. Staff using staff bases must ensure 2m physical distancing. Each office and staff base has sign indicating the maximum capacity of the room.</p> <p>Physical meetings between staff must be kept as short as possible and must observe 2m physical distancing. Face-to-face SLT or Faculty meetings should be the exception rather than the rule, and should, where possible, take place virtually. Face coverings should be worn in staff bases when not eating or drinking.</p>
5c	Are you able to implement a one way flow system and provide visual aids (e.g. distancing markers, signage, flow system markers) for maintaining two metres distance.	Y	Green	<p>The one-way system which was in place has been removed (September 2021) Ongoing assessment of risk showed that the system produced issues of crowding at certain times. This has been replaced by a general instruction to keep left. We have wide corridors in every part of the school, and the 'flow' of pupils has improved, with pupils getting to class more quickly and more directly, potentially reducing the risk of spread of Covid. Appropriate signage is in place. From 17th August 2021, with the requirement to maintain year group 'bubbles' no longer in place, pupils can enter by the door which is nearest to their next class.</p>
6.	Have staff been trained / notified before returning to work on any new procedures.	Y	Green	<p>Handwashing PPE Social Distancing One way systems Staff are informed on an ongoing basis of changes to the risk assessment, with union reps being consulted on changes. Staff also have the opportunity to comment and raise issues and concerns.</p>
7.	Have staff been instructed on how to hand wash effectively, for the suggested duration and maintain good hygiene practices.	Y	Green	<p>As above Ensure signage is available at all hand wash stations</p>
8.	Have staff been instructed on social distancing where practicable while at work.	Y	Green	<p>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.</p> <p>Seating plan records will be kept for each classroom on Seemis and will be kept up-to-date by all teachers. A record will be kept of pupils who are allowed out during class time to go to the toilet.</p> <p>The staffroom is available for use to a maximum of 20 people, observing 2m social distancing. Staff using staff bases must ensure 2m physical distancing. Each office and staff base has a sign indicating the maximum capacity of the room, which must be observed. If staff have to go within 2 metres of a pupil, they must wear a fluid resistant face mask. Face coverings should be worn in staff bases when not eating or drinking.</p>

9.	Have staff been trained on what to do if they are experiencing COVID-19 symptoms.	Y	Green	<p>Any adult who develops symptoms of COVID-19 (high temperature, new continuous cough or a loss or change in sense of smell or taste) must self-isolate immediately in line with NHS Guidance. People living in the same household, for example any siblings, must also isolate while awaiting the outcome of the test result. Parents and staff should continue to advise schools of a positive test.</p> <p>Any adult or child who tests positive using a Lateral Flow Device (LFD) must self-isolate immediately and book a PCR test within 48 hours to confirm the result. People living in the same household, for example any siblings, must also isolate while awaiting the outcome of the test result.</p> <p>Any adults who are fully vaccinated and who are identified as close contacts of positive cases should now: self-isolate immediately and book a PCR test. They should continue to self-isolate while awaiting their results; if the test is positive, they should continue to self-isolate in line with NHS guidance. This states that they should remain at home and should not go to work, school, public areas or use public transport. They should not go out to buy food or other essentials; if the test is negative and the close contact remains without symptoms, they may end self-isolation and resume their daily lives, even if they have ongoing contact with the index case (eg a household member); close contacts should remain vigilant and if symptoms newly develop at any time, they must follow NHS guidance, self-isolate immediately and book a PCR test.</p> <p>People older than 18 years and 4 months, who are not yet vaccinated or who have had only a single dose of the vaccine, should: self-isolate immediately for 10 days from symptom onset in the symptomatic person and book a PCR test; if the test is positive, they should continue to self-isolate in line with NHS guidance; if the test is negative, still continue to self-isolate in line with NHS guidance. This is because a test cannot indicate whether someone is incubating the disease, and therefore may go on to develop it after a test is taken.</p> <p>Adult staff who are fully vaccinated should ensure they continue to test twice weekly using LFDs. This also applies to children of secondary school age.</p> <p>If a close contact has had a positive PCR test in the last 90 days, they do not need to do another PCR test to be exempt from self-isolation, provided they are fully vaccinated and remain asymptomatic.</p> <p>From 15th September 2021, U18s who are identified by Test and Protect as close contacts of positive cases should: self-isolate immediately and book a PCR test. They should continue to self-isolate while awaiting their results; if the test is positive, they should continue to self-isolate in line with NHS guidance; if they need support, and cannot get this from friends or family, the National Assistance Helpline is there to help and can be reached on 0800 111 4000. The local number is 0800 0304 713. If the test is negative, and the child or young person remains without symptoms, then may end self-isolation and return to school, even if they have ongoing contact with the index case (eg a household member).</p>
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	<p>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.</p>

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.
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. Signage to this effect has been put in place.
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	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. Signage in place at gates to indicate that parents should not enter the site.
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. Staff can work in no more than two buildings in a week.
7.	Is it practicable to confine visitors to strictly defined areas and avoid unnecessary movements around the building?	Y	Green	Parents are 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. Parents may be invited into the building where it is deemed to be beneficial (for example, for a review meeting). 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 (unless by pre-arrangement for e.g. a review meeting) Signage is on display at school visitor entrances to explain that visitors are generally not permitted, and a telephone number is 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	Appropriate enhanced cleaning is taking place on an ongoing basis.
2.	Is the ongoing cleaning frequency sufficient and is cleaning required and can cleaning be undertaken when site/building/premises is occupied?	Y	Green	<p>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.</p> <p>Robertson FM have confirmed the following cleaning regime for Cults Academy:</p> <ul style="list-style-type: none"> • Touch Points – Touch Points Carried out hourly on rotation for all floors by two cleaners (12 hours per day) for the duration of the school day supported by the janitorial staff – includes but not limited to – stairs / fire doors / Handrails / Classroom Door Handles / Toilet Taps / Toilet Handles / Taps at Sinks • All door handles - Touch Points Carried out hourly on rotation for all floors by two cleaners (12 hours per day) for the duration of the school day supported by the janitorial staff – includes but not limited to – stairs / fire doors / Handrails / Classroom Door Handles / Toilet Taps / Toilet Handles / Taps at Sinks • Taps at sinks in classrooms - Touch Points Carried out Hourly on rotation for all floors by two cleaners for the duration of the school day supported by the janitorial staff – Access restricted due to classes, these are attended to when access permits (break, lunch, when class not in use) • Taps in toilets - Touch Points Carried out hourly on rotation for all floors by two cleaners (12 hours per day) for the duration of the school day supported by the

				<p>janitorial staff – includes but not limited to – stairs / fire doors / Handrails / Classroom Door Handles / Toilet Taps / Toilet Handles / Taps at Sinks</p> <ul style="list-style-type: none"> • Outdoor tables - These are cleaned after 10am – 11am Break and Lunch Break by janitorial team • Bike racks – Cleaned after 11am break, after lunch and also by the late shift after the school day has finished by janitorial team • Covid hand gel at doors check and topped up - COVID hand gel at doors checked and topped up by late shift janitors and adhoc throughout the day as and when required. This is not technically a Robertson responsibility
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	Yes
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/ 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.						

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 coming 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>Employees are made aware of the impact of COVID 19 on their job/change of working environment.</p>	P	Major	Possible	Medium	August 2021	18/8/21 DB
--------------------------	---------------	--	---	-------	----------	--------	-------------	---------------

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 2021	18/8/21 DB
Virus transmission in the workplace	Staff, pupils, visitors (agreed only in advance)	<p>See section A(9) above.</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 was completed through a consultative Recovery Working Group, and has been updated regularly. All staff have had the opportunity to comment. The risk assessment is then circulated to all staff and a copy shared with the school QIM and school TU reps. It will be kept under constant review and updated as necessary.</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> <p>All pupils and staff are asked to wear face coverings at all times within the school building. A very small number of pupils are exempt from wearing a face covering. If a member of staff is on their own in a room, they do not have to wear a face covering.</p> <p>All staff and pupils can access Lateral Flow Devices for self-testing at home. All pupils and staff are strongly encouraged to participate in this twice weekly, and to report the results on the Government website.</p>	P	Extreme	Possible	High	August 2021	18/8/21 DB

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 by prior arrangement, with adherence to all protocols. 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 2021	18/8/21 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. Appropriate signage has been put in place to confirm this.</p> <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.</p> <p>Children are encouraged to walk or cycle to school where at all possible.</p> <p>All school users have to wear a face covering in classrooms, corridors and other communal areas, and on school transport. There is a supply at each entrance for anyone who has forgotten</p>	P	Moderate	Possible	Medium	August 2021	18/8/21 DB

	<p>or lost their face covering, whilst there is a supply in each staff base for anyone who loses a face mask during the day.</p> <p>Since Monday 12 April 2021, dedicated school transport is regarded as an extension of the school estate. Therefore the requirement for social distancing is removed.</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 must wear face coverings on dedicated school transport.• Escorts may wear PPE, including face coverings.• No food or drinks can be consumed on school transport. <p>All school transport users are required to record on a Microsoft Form the seat number they have used on the bus. A QR code is in use to assist with this process.</p> <p>Physical distancing between passengers who travel on dedicated school transport is not required. Pupils should be supported to understand that, where possible, it is safer to keep a distance from other people. As a precautionary measure, it is recommended that 1m distancing between drivers and children and young people on dedicated school transport should continue to be observed where possible.</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 Stride' approach, dropping off in nearby streets to avoid congestion.</p>						
--	---	--	--	--	--	--	--

Entry and exit to building	Staff, pupils, visitors (agreed only in advance)	<p>Entry and exits to the building/site will be planned and managed to support physical distancing within the building. As of 17 August 2021, pupils can enter by the entrance which is closest to their first class, following the one-way system; there are no longer designated entrances they must use in the morning, after interval and after lunchtime.</p> <p>All school users must wear a face covering when in the school building. There is 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 by prior arrangement. Parents will be asked to make contact by email / phone and not in person, unless for a prearranged meeting eg review meeting. 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 throughout the building including access and egress areas where there are no sink facilities. Stores of hand sanitiser are kept in an appropriate location.</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 2021	18/8/21 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>All will take responsibility for challenging those not following guidance.</p>	P	Major	Possible	Medium	August 2021	18/8/21 DB
Personal Hygiene	Staff, pupils, visitors	<p>Staff will follow good infection control guidance (Infection Prevention and Control in Childcare Settings (Day Care and Childminding Settings)).</p>	P	Extreme	Likely	High	August 2021	18/8/21 DB

	(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 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>All school users must wear a face covering when in classrooms, 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>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)	Social gathering amongst employees will be carefully managed whilst at work. The staffroom is available for use to a maximum of 20 people, observing 2m social distancing. Staff using staff bases must ensure 2m physical distancing. Each office and staff base has a sign indicating the maximum capacity of the room, which must be observed. Face coverings should be worn in staff bases when not eating or drinking.	P	Major	Possible	High	August 2021	18/8/21 DB

	<p>Staff can circulate in class to assist young people – interactions should be brief. Staff should be wearing a fluid resistant face mask.</p> <p>Staff requested to keep in touch through remote technology such as phone, internet and social media.</p> <p>Staff activities are segregated to promote 2m 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>Desks in bases 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 are being kept up-to-date.</p> <p>Through orientation and ongoing reminders all will maintain 2m distancing where possible.</p> <p>Physical contact will be minimised and only take place where a risk assessment has been completed and appropriate PPE arrangements in place (Education PPE Guidance to be followed).</p> <p>Emergency evacuation procedures/ fire drill & muster point updated and shared with employees / service users prior to or on day of entry.</p> <p>Minimise contact with surfaces, e.g. tables, furniture and where there is reason for multiple use, items should be wiped prior to and following use.</p> <p>Staff should ensure that shared items such as kettles etc are cleaned between each user.</p> <p>Items that come into contact with your mouth such as cups & bottles will not be shared.</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>Each office and staff base has a sign indicating the maximum capacity of the room. Face covering should be worn in staff bases when not eating or drinking.</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> <p>Desks in classrooms should be arranged in forward-facing rows wherever possible, and situations where pupils are being asked to work face-to-face should be avoided.</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 encouraged to go outside at interval and lunchtime, although, to take account of winter weather, from November 2021 onwards, they have the option of remaining in the building if they wish. 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 access the school by the entrance nearest to their next class.</p> <p>Pupils have been advised that, in this circumstance, they should wear their face coverings unless they are eating or drinking. This includes not eating or drinking whilst they walk around the building.</p>	P	Major	Possible	Medium	November 2021	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, all pupils should access only those toilets on the first floor.</p> <p>A record will be kept of pupils who are allowed out to the toilet during class time.</p> <p>There will be a strong emphasis on hand washing after visiting the toilet.</p>	P	Major	Possible	Medium	August 2021	18/8/21 DB
Employees / Service user becomes unwell	Staff, pupils, visitors (agreed only in advance)	<p>See section A(9) above.</p> <p>First Aid Procedures:</p> <ul style="list-style-type: none"> Disposable gloves and disposal plastic apron should be worn to administer all First Aid due to the need for physical contact. 	P	Major	Possible	High	August 2021	18/8/21

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

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 and ongoing	

		<p>Robertson FM have confirmed the following cleaning regime for Cults Academy:</p> <ul style="list-style-type: none"> • Touch Points – Touch Points Carried out hourly on rotation for all floors by two cleaners (12 hours per day) for the duration of the school day supported by the janitorial staff – includes but not limited to – stairs / fire doors / Handrails / Classroom Door Handles / Toilet Taps / Toilet Handles / Taps at Sinks • All door handles - Touch Points Carried out hourly on rotation for all floors by two cleaners (12 hours per day) for the duration of the school day supported by the janitorial staff – includes but not limited to – stairs / fire doors / Handrails / Classroom Door Handles / Toilet Taps / Toilet Handles / Taps at Sinks • Taps at sinks in classrooms - Touch Points Carried out Hourly on rotation for all floors by two cleaners for the duration of the school day supported by the janitorial staff – Access restricted due to classes, these are attended to when access permits (break, lunch, when class not in use) • Taps in toilets - Touch Points Carried out hourly on rotation for all floors by two cleaners (12 hours per day) for the duration of the school day supported by the janitorial staff – includes but not limited to – stairs / fire doors / Handrails / Classroom Door Handles / Toilet Taps / Toilet Handles / Taps at Sinks • Outdoor tables - These are cleaned after 10am – 11am Break and Lunch Break by janitorial team • Bike racks – Cleaned after 11am break, after lunch and also by the late shift after the school day has finished by janitorial team <p>COVID hand gel at doors check and topped up - COVID hand gel at doors checked and topped up by late shift janitors and adhoc throughout the day as and when required. This is not technically a Robertson responsibility</p>						
Commonly touched surfaces	Staff, pupils, visitors (agreed only in advance)	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	Moderate	Possible	Medium	In place and ongoing	

		<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>Staff should ensure that shared items such as kettles etc are cleaned between each user.</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>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> <p>From August 2021, PE changing rooms can be used. Pupils will wipe surfaces before each use. FM staff will also clean more regularly in these areas. A CO2 monitor will be used regularly.</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 and ongoing	
Housekeeping	Staff	<p>Appropriate cleaning products are provided, so that staff can frequently clean their workstations during the day.</p>	P	Moderate	Possible	Medium	In place and ongoing	

		<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>						
Close contact / Spillages – bodily fluids, blood, vomit	Staff, pupils, visitors (agreed only in advance)	<p>Employees will follow Education PPE Guidance and should wear appropriate PPE including Fluid resistant face masks (type IIR) for work where individual risk assessment has identified the need at times where staff will provide intimate care or have direct contact (within 2 metres) of children for a period of 10 minutes or more such as:</p> <ul style="list-style-type: none"> ➤ supporting the medical and additional support requirements of children with complex needs ➤ where there are invasive interventions required ➤ where children have difficulty maintaining social distancing for 10 minutes or more <p>Identified Health & Wellbeing Coordinator will ensure that a regular stock take is done and order completed on a 4 weekly basis. Completed orders should be in by 12pm Wednesday of week 3.</p> <p>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 	P	Major	Possible	High	August 2021	18/8/21 DB
Ventilation	Staff, pupils, visitors (agreed only in advance)	<p>Natural ventilation should be provided regularly. This should be done by opening windows and doors. Staff have been issued with a 'Ventilation Flow Chart' which has been produced by Aberdeen City Council. This shows what to do if it is felt that keeping windows open leads to the room being too cold. If windows are closed during a lesson due to a room being too cold, staff will ensure that they are opened at the end of the lesson to allow for airflow. All rooms will be checked using a CO2 monitor used to assess air quality in any areas which present a concern.</p>	P	Medium	Possible	High	In place and ongoing	DB 8/18/21

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)	Responsible person has carried out checks on your building in the following areas: Emergency lighting suitable, sufficient and maintained. Suitable number fire extinguishers available in required locations. Fire hoses available and operational (If installed). The sprinkler system including heads maintained (if fitted). Dry / wet risers inspected and maintained (if installed). Fire blankets available in required location. Fire alarm and detection system for the building tested, inspected and maintained. Means of escape clear. Fire doors provided and maintained in good working order. Building has suitable lightning conductors / protection. The fire risk assessment suitable & sufficient / current.	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)	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, pupils, visitors (agreed only in advance)	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

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, plant and equipment e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems.	P	Major	Possible	Medium	August 2020	
Lift Statutory Inspections	Staff, visitors, pupils	The thorough examination, inspection, testing and maintenance records for the lifts in date.	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)

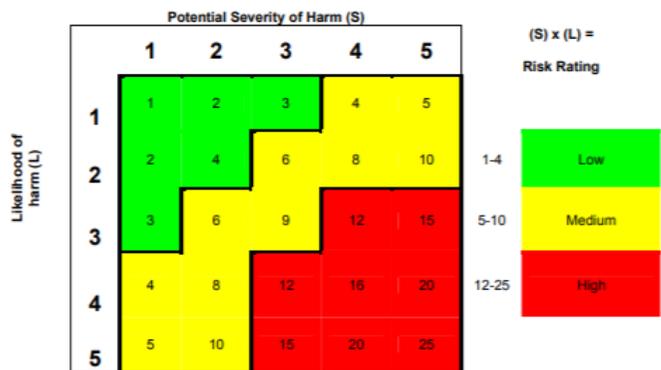
This is the likelihood that an event will occur

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 STOP! Unacceptable	Until effective interim controls are agreed and implemented, and an action plan to permanently reduce the risk to an acceptable level has been agreed do not recommence