

Introduction

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

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

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

The toolkit is set out as follows

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

Where do you start?

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

Step 1 – Complete ACC COVID-19 Inspection Checklist

The inspection checklist will ask you to consider:

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

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

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

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

Step 3 – Action Plan

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

Step 4 – Communication

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

Step 5 – Review

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

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

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

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

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

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

COVID-19 Health & Safety Inspection Checklist

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

Service area:
Site Address: Greenbrae Primary School
Service manager: Chief Education Officer
Inspection Undertaken by: Quality Improvement Team / Head Teacher Anna Royle
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. Completed for 3 employees.
2.	Have you engaged with Trade Unions and staff during the reinstatement of the work process and in the drafting of this risk assessment to consider work processes and required controls?	Y	Green	All complete, shared with TU reps, staff invited to comment and feedback, multiple opportunities given.
3.	Are you tracking people who have been identified as high risk/are shielding.	Y	Green	Employees will record absence within CoreHR. The risk assessment has been circulated to all staff and a copy shared with the school QIM and school TU reps.

4.	Where practical will staff still be allowed to work from home/remotely.	Y	Green	Ongoing review with individual members of staff and in response to staff questionnaire. Staff who are not working directly with children will continue to work from home/remotely. During their non-class contact time, class teachers can choose to either work from home or else work in an isolated space, which they will clean afterward. Shielding staff will stay at home and update as needs be prior to return. Staff to inform SMT if there is a change of circumstances.
5.	Can all staff maintain the Scottish Government guidelines for social distancing based on your industry (The latest Social Distancing Guidelines available here).	Y	Amber	<p>2 m distancing should be maintained between staff, other adults, and between staff and pupils. Classrooms are arranged so that staff can maintain 2 m distancing (e.g. staff workstation 2m from nearest pupil desks). Nursery and Primary 1 classes operate within 'bubbles' so social distancing within each bubble is not required. Teacher / staff 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 pupils... 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 2 m of a pupil (e.g. for additional support needs, first aid, etc.).</p> <p>Staff have been reminded that they must use face masks that have been certified to be fluid resistant (type IIR).</p> <p>Staffroom altered and numbers limited to take account of social distancing. Staff will need to bring their own food, drinks, crockery, cutlery. Dishwasher will be out of use and staff will rinse and take home.</p>
5a	Are you able to segregate staff's activities to promote 2 metres distance?	Y	Amber	See 5. above.
5b	Are you able to limit the amount of contact staff have with each other to 15 minutes or less	Y	Amber	See 5. above.
5c	Are you able to implement a one way flow system and provide visual aids (e.g. distancing markers, signage, flow system markers) for maintaining two metres distance.	Y	Amber	<p>Separate entrances and exits for particular year groups. Floor markings will support direction of travel – keeping left where possible. No need for one way system as corridor more than 2metres in breadth</p> <p>On stairs – only one class at a time.</p> <p>No bells at break and lunch. PSA's will use a whistle for break and lunch groups.</p>

6.	Have staff been trained / notified before returning to work on any new procedures.	Y	Amber	Handwashing PPE Social Distancing One way systems Staff to be informed of all new procedures before opening Staff to be informed of COVID-19 Self-Test Kit procedures, with testing to begin for all consenting participants from 10 th February.
7.	Have staff been instructed on how to hand wash effectively, for the suggested duration and maintain good hygiene practices.	Y	Amber	As above Signage is available at all hand wash stations
8.	Have staff been instructed on social distancing where practicable while at work.	Y	Amber	See 5. above.
9.	Have staff been trained on what to do if they are experiencing COVID-19 symptoms.	Y	Amber	Reissued within Risk assessment and PPE Guidance during staff training. Guidance to be read re Track and Trace by all staff.
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	Every opportunity will be made to use MS Teams and Google Meet as a means of running meetings, even when in school.

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	HSLO virtual meetings. No parental access to car park.
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 (e.g. 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 or wear face covering or in some cases remaining at home.
4.	Have you considered staff that are required to vehicle share for their role and whether this could continue?	Y	Green	No staff currently car sharing or using public transport. Will monitor for changes.
5.	Has the entry and exits to the building/site been limited to the minimum number of points required.	Y	Amber	Yes. Single entry and exit point for staff, each class has identified entry and exit points for school day, break and lunch. Alternative fire escape plan has been created.

6.	Has access to the building/site been restricted to visitors and contractors etc.	Y	Green	Essential personnel by prior arrangement only – all protocols to be observed. Emergency contractors, as above and when learners are not in attendance where possible. Other essential visitors only where the impact of non-attendance would cause further harm (e.g. essential maintenance contractors, Educational Psychologist). Playground gates will be remain locked for duration of school day.
7.	Is it practicable to confine visitors to strictly defined areas and avoid unnecessary movements around the building?	Y	Green	Only one visitor at a time can be in waiting area and should not come beyond main door which is controlled by office staff. Office window to remain closed HT can go to the front area – if required. HT office set up to ensure social distancing and is well ventilated – if required Hand sanitiser at front office should someone enter Signage Pupils must not be taken out of school for appointments Parents will be asked not to enter the building. If they need to speak to a member of school staff, they should telephone or email in the normal way. All visitors to arrange appointments and sign in/out and leave contact details (reception staff/school administrator to take visitor details for Test and Protect purposes and to reduce risk of virus transmission). Where it is essential that a visitor attend the school, such as a parent / carer collecting an unwell child, the parent will not be admitted to the school foyer and can collect their child from the school front door. Signage will be displayed at school visitor entrances to explain that visitors are generally not permitted, and a telephone number will be provided for visitors to contact a member of office staff within the building should they wish to speak with someone or have an appointment to visit the school. If a visitor has an appointment to access the building, they will be asked first to confirm that they are not displaying COVID-19 symptoms. Those displaying symptoms will not be permitted access. Where possible, visitors permitted access will remain within the reception area of the school and speak with the relevant member(s) of staff via the School Office window.
8.	Have appropriate hand wash stations (toilets) and/or hand sanitiser pump action containers been made available in every work area and on main travel routes through the building/site including access and egress areas.	Y	Amber	Procurement of hand sanitiser and cleaning materials to support Nearest sinks and hand sanitising areas have been identified in recovery plan.
9.	Is advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and were people congregate.	N	Amber	Hand washing signage has been displayed throughout the school.
10.	Are the signs displayed reviewed and replaced as necessary?	N	Amber	Weekly check to be added to risk assessment for signage. DHT/PT 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	A full deep clean was undertaken prior to pupils return .
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. Janitorial staff clean hand touch points in the morning, after break time and after lunch time each day. All surface cleaning will be undertaken using EN14476 rated (for destroying enveloped viruses) disinfecting solutions. Concerns have again been raised by staff regarding the cleaning of classroom surfaces. Cleaning Services staff will be advised accordingly.
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	Class teachers have the responsibility of cleaning the IT equipment and the toys in their classrooms. Guidance was sought on the correct cleaning of laptop screens and SMART Panels. The response we were given indicated that there is currently no procedure for doing this. Staff have been notified of this and have been encouraged to keep students away from IT equipment where practicable. PSAs clean the lunch tables between classes at lunch time. Items which cannot be effectively disinfected between uses will be temporarily taken out of use. Janitorial Services clean touch points first thing in the morning, after break and after lunch.
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	Amber	Class teachers to manage blinds in each areas of school Do not touch blinds in communal areas. Signage and cleaning materials to be made available
6	Can blinds be kept opened and locked if they cannot be removed.	Y	Amber	As above. Blinds are controlled by metal chain.
7	Can rugs and mats be removed where safe to do so to make cleaning and disinfection of floors easier.	Y	Green	All rugs and mats removed
8	Have staff been provided with appropriate cleaning products so that they can frequently clean their own workstations during the day.	Y	Green	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	All appropriate checks were carried out prior to pupils and staff returning to the school.
2.	Ventilation / Humidity / Lighting & Heating.	Y	Green	All appropriate checks were carried out prior to pupils and staff returning to the school.
3.	Gas Installations.	Y	Green	All appropriate checks were carried out prior to pupils and staff returning to the school.
4.	Legionella Controls.	Y	Green	All appropriate checks were carried out prior to pupils and staff returning to the school.
5.	Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance.	Y	Green	All appropriate checks were carried out prior to pupils and staff returning to the school.
6	Lift Statutory Inspections.	Y	Green	Lift regularly serviced.

Signed:



Date: 28/08/20

COVID-19 Health & Safety Risk Assessment

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
Safety of all –								
Psychological well being	Staff, pupils	<p>Regular communication is in place with a weekly bulletin and H&S/ Risk assessment will now be added to this as a regular item (individual and group) to ensure staff are not ill-informed about returning to work safely. Staff have all read this risk assessment and know what is expected of them. Information will also be displayed on the H&S notice board kept up to date by the H & S Rep – Chris Bridle</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>Line 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>Staff HWB Champion has been identified – Phil Powell</p> <p>Concerns on workload issues or support needs are directed to relevant SMT member.</p>	P	Major	Possible	Medium	June 2020	

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Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<p>SMT 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. Individual staff risk assessments completed for vulnerable staff.</p> <p>Employees are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc) through HT</p> <p>Employees are made aware of the impact of COVID-19 on their job/change of working environment.</p>						
Psychological wellbeing	Pupils	<p>Contact with individual parents/carers at initial return to ensure relevant, appropriate information is passed on and shared with staff in a timely manner through SEEMIS</p> <p>Ensure first aiders on site at all times following appropriate ratios.</p> <p>Ensure named Child Protection Officer available within each setting – Claire Taylor DHT, or Deputising Managers Anna Royle HT and Shona du Plessis PT.</p> <p>All ACC policies adhered to at all times.</p>	P	Major	Possible	Medium	June 2020	

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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
		Staff working with children to continue to be calm, nurturing and caring, seeking confirmation from line manager for support if required.						
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. Test and Protect see link below https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect-information-leaflet-2/pages/coronavirus-covid-19-test-and-protect---step-by-step-guide/</p> <p>Specific individual employee risk assessment (appendix A) has been undertaken for those who have a self-declared health condition which could increase their risk profile.</p> <p>The inspection checklist above has been undertaken to identify the control measures to consider reducing the risk of workplace infections and as part of a proactive monitoring regime and checking that preventative and protective control measures are implemented in line with current health and safety general duties.</p> <p>All employees requested to attend a school building should review this exemplar risk assessment, feedback any concerns and agree the content at school level. The risk assessment has been circulated to all staff and a copy shared with the school QIM and school TU reps.</p> <p>No member of staff / pupil who is shielding will be allowed access to school buildings. They should continue to work/learn from home in keeping with Local Authority and Scottish Government guidance.</p>	P	Extreme	Possible	High	June 2020	

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Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<p>Advice is shared with staff and they have been fully briefed and kept up to date with current advice on staying protected through the company lines of communications (i.e. line managers, HR) and shared with staff.</p> <p>All staff within the school must wear face coverings at all times when in communal areas and when working within 2 metres of children or adults for any length of time.</p> <p>Class teachers have been reminded once again to ensure that they are consistently abiding by the face covering guidance when in school.</p> <p>All visitors to the school are required to wear a face covering for the duration of their visit.</p> <p>Parents/carers who drop off and collect their children have been asked to wear face coverings while on school grounds.</p> <p>Staff who are collecting children from drop off points must wear face coverings at all times.</p> <p>When marking students' work, class teachers have been asked to maintain vigilance in sanitising hands and avoiding touching the face.</p> <p>There are now strict limitations in place for staff movement between schools. Staff members are permitted to work in one school only.</p> <p>A review of individual risk assessments for shielding staff will be completed. The Chief Medical Officer will issue a two-week fit note to applicable staff members. Staff were advised by letter on 23rd December to seek advice. Anyone who has been unable to do so should work from home in the meantime. When in receipt of guidance from the clinician/GP the line manager will review the</p>						

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		<p>individual risk assessments with Employee Relations support, when required.</p> <p>All physical education will be delivered outside.</p> <p>All activities and clubs outside of the normal school timetable will be suspended.</p>						
Administering First Aid	Staff, pupils	<p>Disposable gloves and disposal plastic apron should be worn to administer all First Aid due to the need for physical contact</p> <p>In adults, it is recommended that you do not perform mouth-to-mouth ventilation – perform chest compressions only. Compression-only CPR may be as effective as combined ventilation and compression in the first few minutes after non-asphyxial arrest (cardiac arrest not due to lack of oxygen).</p> <p>Cardiac arrest in children is more likely to be caused by a respiratory problem (asphyxial arrest), therefore chest compressions alone are unlikely to be effective. During asphyxial arrest mouth-to-mouth compressions will be made, use a resuscitation face shield where available.</p> <p>First Aid trained staff who are not deemed as being 'at greatest risk' will perform CPR if required. The risk of cross infection is very small and set against the inevitability that a person in cardiac arrest will die if no assistance is given. First Aiders should always shout for help and dial 999 prior to beginning to perform CPR.</p> <p>Those who administer CPR require to carefully monitor themselves for symptoms of possible COVID-19 over the following 14 days, unless the individual had been confirmed to be positive for SARS-CoV-2 in the last 10 days. In this scenario of direct mouth-to-mouth</p>	P	Major	Possible	Medium	September 2020	

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Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<p>contact with a known case, advice on self-isolation should be followed. Should you develop symptoms you should follow the advice on what to do on the NHS website.</p> <p>It is likely that the child/infant having an out-of-hospital cardiac arrest will be known to you. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child.</p>						
Someone entering the workplace with COVID-19	Staff, pupils, visitors (agreed only in advance)	<p>Request that companies who regularly attend our premises or those we work alongside us to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19.</p> <p>Staff are made aware of COVID-19 symptoms via training sessions and visual aids such as posters in key locations, screensavers</p> <p>External visitors will be actively discouraged. Parents will not be allowed entry to the school building and will be encouraged to make contact by email / phone and not in person.</p> <p>Anybody visiting the site will do so only with prior agreement from the Head Teacher and will be informed that they are not to enter if they're experiencing COVID-19 symptoms, being advised to self-isolate in line with government recommendations</p> <p>Staff and pupils will be informed to self-isolate if they have a person living in the same household or if they've been in contact with someone displaying COVID-19 symptoms</p> <p>Parents and carers of children on the shielding list will gain clinical advice on the suitability of in-school attendance for children.</p>	P	Extreme	Possible	High	June 2020	

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Travel to school buildings	Staff, pupils, visitors (agreed only in advance)	<p>Wherever possible private transport should be used to maintain isolation from the public when commuting to the school building.</p> <p>If public transport or car sharing cannot be avoided, the employee/service user should be encouraged to follow current government advice in respect of "face coverings".</p> <p>Parking restrictions (no parent vehicles) to maintain social distancing measures in place. Remind staff to reverse park to limit possible exiting of cars from same side</p> <p>On arrival at the site, employees/service users will use hand sanitiser gel immediately on entry to the workplace. School transport will be available, but hand sanitising must take place before every journey.</p> <p>Sites identified for "Park and Stride" route is Bridge of Don Baptist Church and parents/carers are encouraged to use these points to minimise activity around the school gates.</p> <p>Children coming to school on bikes or scooters will be permitted to use bike racks but any adults (e.g. non-teaching staff) supervising / supporting pupils will need to maintain 2 m distancing between each other and the pupils.</p>	P	Moderate	Possible	Medium	June 2020	
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 (see annotated floor plan in SRD)</p> <p>Access and exit from a building involving signing in/out at reception digitally managed by School administrator behind office glass window.</p>	P	Major	Possible	Medium	June 2020	

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		<p>External visitors will be actively discouraged. Parents will be encouraged to make contact by email / phone and not in person. Any essential visitors confined to strictly defined areas and unnecessary movements around the building avoided.</p> <p>Hand sanitiser is available in every work area and through the building including access and egress areas where there are no sink facilities.</p> <p>Advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and where people congregate.</p> <p>Signs displayed reviewed and replaced as necessary.</p>						
Orientation/ Training	Staff, pupils, visitors (agreed only in advance)	<p>Training arrangements have been developed including refresher sessions to ensure staff have been trained before returning to work on any new procedures.</p> <p>Service Users should receive a copy of the 'Returning to School Guide'.</p> <p><u>Prior to</u></p> <p>All staff must complete health and safety orientation:</p> <ul style="list-style-type: none"> • Social distancing and one-way system plans • Handwashing training • PPE Training • Updated First Aid Training (for relevant staff) • Updated Fire Evacuation Procedures (The latest Guidance on these measures can be found by clicking the following link Social Distancing Guidelines). 	P					

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		<p><u>On first day of school entry</u></p> <p>Service Users should complete health & safety orientations including:</p> <ul style="list-style-type: none"> Social distancing and one-way system plans for staff/other adults Handwashing training <p>All will take responsibility for challenging those not following guidance.</p>						
Personal Hygiene	Staff, pupils, visitors (agreed only in advance)	<p>Staff will follow good infection control guidance (Infection Prevention and Control in Childcare Settings (Day Care and Childminding Settings)).</p> <p>Handwashing procedure posters are displayed in areas where handwashing takes place.</p> <p>All staff/service users will use hand sanitiser at agreed areas for each individual class before entering setting and build handwashing into daily routine</p> <p>Where hand washing facilities are limited, hand sanitiser will be provided as detailed in SRP.</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	Extreme	Likely	High	August 2020	August 2020

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<p>Staff are no longer required to tie back long hair due to updated regulations mandating the wearing of face coverings while on school premises.</p> <p>Handwashing will take place:</p> <ul style="list-style-type: none"> • When entering the building • After using the toilet • Before and after handling food • Before leaving the building/getting into their car • When arriving home 						
Maintaining 2m distancing	Staff, pupils, visitors (agreed only in advance)	<p>Social distancing while at work is maintained by continuing to limit social interactions by staggering break time and lunchtime.</p> <p>Isolation area identified (medical room) where pupils can wait and a process for them to be moved to outside to meet parents to be taken home</p> <p>The staffroom is only to be used by 6 members of staff at one time.</p> <p>Social gathering amongst employees have been discouraged whilst at work.</p> <p>Staff requested to keep in touch through remote technology such as phone, internet and social media. This would include attendance at school of psychologists, nurses, social workers, etc. being kept to an absolute minimum. The use of remote technology (digital/virtual meetings) methods, meetings in outdoor settings (where possible) to support children should be used initially.</p> <p>Staff have been separated into class teams of 6 to reduce contact between employees during break and lunch. An additional room has been identified as an overspill staff room (Meeting Room) if there is an excess of 6 employees eating lunch at one time.</p>	P	Major	Likely	High	In place from 10 th August and ongoing	

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<p>Staff must wear a face covering when within 2 metres of children or adults.</p> <p>Desks are arranged to maintain a minimum of 2 metres from each other, with employees facing in opposite directions where possible (e.g. in school office).</p> <p>Seating arrangements in classes P5 to P7 will be ordered in rows in order to limit pupils mixing with each other.</p> <p>Through orientation and ongoing reminders all will maintain 2m distancing where possible.</p> <p>Warning tape will be placed in classrooms to create a 2m² exclusion zone where students must ask permission to enter, so that class teachers can maintain social distancing guidelines more easily. This zone will either be a line across the room or else a 2m² box, depending on the class teacher's preference.</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>Items that come into contact with your mouth such as cups & bottles will not be shared.</p>						

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<p>Individual learners will be provided with one use resource where practical and where not, these will be wiped down between use with wipes provided.</p> <p>The outdoor areas will be used regularly, where possible, to support social distancing and staff will plan for this.</p> <p>Numbers of employees/service users in a room will be restricted to comply with capacity figures of each individual room. Social / activity gatherings amongst pupils have been restricted so that spaces / areas do not become crowded by limiting the size of pupil groups for the duration of the school day. Large group activities such as assemblies, drama, etc. will not take place.</p> <p>All staff to monitor practice and alert SMT of any potential risks. This will trigger a review of this risk assessment</p> <p>Consideration of whether service user should be removed from setting if they refuse to comply with ACC risk assessment.</p>						
Dining arrangements	Staff, pupils, visitors (agreed only in advance)	<p>All employees and service users will be asked to bring a packed lunch and the provision of free school meal vouchers will continue.</p> <p>Any uneaten food / waste wrappers etc will be taken home, to help reduce the risk of infection spread.</p> <p>For week commencing Monday 24th August, return to full service. Again further discussions will be required on a site by site basis to determine exactly how service will be provided.</p> <p>Break times and lunch times will be staggered to limit the numbers of staff accessing staffrooms. Areas of the playground will be segregated so that each class has a separate area to play in.</p> <p>Lunchtime supervision will be provided by PSA staff and SMT.</p>	P	Moderate	Likely	Medium	In place from 10 th August and ongoing.	

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<p>All pupils must remain on site for lunch in order to limit their contact with others out with the school -These arrangements will be reviewed as restrictions are reviewed</p> <p>Nursery dining will be within the setting area to ensure that children can remain within the space and rolling snack offered to limit numbers in kitchen / dining areas</p>						
Use of Toilets	Staff, pupils, visitors (agreed only in advance)	<p>Access to staff toilets will be carefully managed.</p> <p>Break times and lunchtimes will be staggered</p> <p>There will be a strong emphasis on hand washing after visiting the toilet, and hand washing may require to be supervised for younger children.</p> <p>The number of children using the toilets together will be limited by each class permitting only one boy and one girl to use the toilet at any one time.</p>	P	Major	Likely	High	In place from 10 th August and ongoing.	
Employees / Service user becomes unwell	Staff, pupils, visitors (agreed only in advance)	<p>In line with procedures and guidance, only allow employees and service users in good health to be in the setting. If someone develops any of the symptoms:</p> <ul style="list-style-type: none"> • a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) • a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) • loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal 	P	Major	Likely	High	In place from 10 th August and ongoing.	

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<p>Follow current NHS guidance https://www.nhs.uk/conditions/coronavirus-covid-19/ All school staff will be asked to familiarise themselves with the local Test, Trace, Isolate and Support Strategy.</p> <p>Follow procedures to remove from setting where someone becomes unwell</p> <p>Employee</p> <ul style="list-style-type: none"> Immediately leave the building and go directly home. Please alert a member of SMT immediately so that appropriate cover can be arranged. <p>Service User</p> <ul style="list-style-type: none"> Isolation area within the building identified in case of any individuals who present as unwell during the session (consider near entrance) Emergency contact list accessible and up to date Request for immediate collection by parents/carers On collection, immediately leave the building and go directly home Facilities informed and deep clean carried out 						
COVID-19 Self-Test Kits	All in school building staff.	<p>All in school staff members from the 10th February will be offered at home COVID-19 Self- Test Kits.</p> <p>COVID-19 Self-Test Kits will be delivered by Brakes and stored in the locked girls changing room. This room must stay secure and the temperature between 2-30 degrees.</p> <p>Each kit will be checked and recorded by Lynsey Boyd or Elaine Blaikie.</p> <p>Staff will be issued the consent form, privacy notice, letter to staff, Self-Test Guide and any other relevant documents/information prior to being given their Self- Test kit.</p>	P	Moderate	Likely	Medium	In place from 10 th February 2021	

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<p>Staff must sign for their self-test kit upon collection from Elaine Blaikie or Lynsey Boyd who will ensure the correct record is kept.</p> <p>Lynsey Boyd will monitor the safe storage of the kits and monitor stock levels and reorder when needed.</p> <p>Staff will test themselves on a Sunday and Wednesday following the correct procedures and protocols outlined in the 'Self- Test Guide'</p> <p>Staff must record results of COVID – 19 Self-Test Kits on- https://www.gov.uk/report-covid19-result Following the 'Self-Test Guide' procedures regarding negative, positive or void results.</p> <p>If a staff member is harmed or experiences an allergic reaction whilst using the kit, they must report it on the Coronavirus Yellow Card Reporting Site. https://coronavirus-yellowcard.mhra.gov.uk/</p> <p>Staff must only use the COVID-19 Self-Test Kit for their own individual use.</p> <p>All staff must adhere to social distancing measures, wear appropriate PPE (face mask) and adhere to strict hand washing measures when collecting the COVID-19 Self- Test Kit from Lynsey Boyd or Elaine Blaikie.</p>						
Cleaning and hygiene measures								
Environmental Cleaning	Staff, pupils, visitors	A deep clean of the property / site before returning is performed if required.	P	Minor	Possible	Low	05/06/20	August 2020

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
	(agreed only in advance)	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.						
Cleaning Frequency	Staff, pupils, visitors (agreed only in advance)	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. 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	Moderate	Possible	Medium	In place from 11th August and ongoing	
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. 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. Where practical, soft furnishings are removed to minimise the areas where viruses can be difficult or time consuming to remove. Blinds kept opened and locked if they cannot be removed. Rugs and mats are removed where safe to do so to make cleaning and disinfection of floors easier.	P	Moderate	Possible	Medium	In place from 11th August and ongoing	

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<p>Appropriate cleaning products are used during daily preventative cleaning 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. If staff do have to use common equipment like printers, they should disinfect it with antibacterial wipe after each use. Social distancing to be adhered to when using common equipment in resource rooms.</p> <p>Any use of common work equipment is restricted and managed. This includes teaching and play resources such as toys, books, etc. the sharing of which should be minimised.</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 –	Staff, pupils, visitors (agreed)	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	P	Moderate	Likely	Medium	In place from 10 th	

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
bodily fluids, blood, vomit	only in advance)	<p>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 and Safety Rep 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><u>PPE Order</u></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 					August and ongoing.	

Work must continue alongside COVID-19 and you still have a duty to ensure a safe place of work for your staff, visitors etc. If you're intending to bring your staff back to your workplace and your workplace has been sat idle, we would suggest giving some consideration to the following topics:


HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
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
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 lightning conductors / protection.</p> <p>The fire risk assessment suitable & sufficient / current.</p> <p>Flammable hand sanitiser is stored in the boys' changing room. The radiator has been switched off and there are no electrical outlets in the room.</p>	P	Extreme	Possible	Medium	August 2020	

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
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. Students have been advised to bring an extra fleece or jumper to school as classroom temperatures fall with the additional ventilation required to mitigate against virus transmission.	E	Minor	Possible	Low	In place from 10 th August and ongoing.	
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. During periods of low temperatures, classroom temperatures will be regularly monitored by class teachers. Windows will remain open unless teachers deem the room temperature to be too low. In the event of occupants feeling cold, windows will remain closed but will be opened for two to three minutes every 30 minutes.	E	Minor	Possible	Low	In place from 10 th August and ongoing.	
HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					

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/ PRPOSED '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.	EXISTING/ PRPOSED '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	

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
Drinking water	Staff, pupils, visitors (agreed only in advance)	Separate drinking water facilities will be made available for staff and pupils. Pupils will refill from class sinks and staff from water machines.	P	Moderate	Possible	Medium	August 2020	

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

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
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		
Signed:		Assessment Date: 28/08/20	Further action required: Yes		Action Review Date(s):5/1/21 Next Review Date:8/1/21			
Name:	Anna Royle							

Action Plan

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

Signed:



Date: 12/08/20

Appendix B – Risk Assessment Scoring and Rating Table

Appendix 2 - Risk scoring and rating table

Severity (S)

This is the degree of harm that may be caused

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

Likelihood (L)

This is the likelihood that an event will occur

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

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

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

		Potential Severity of Harm (S)					(S) x (L) = Risk Rating
		1	2	3	4	5	
Likelihood of harm (L)	1	1	2	3	4	5	1-4 Low
	2	2	4	6	8	10	
	3	3	6	9	12	15	5-10 Medium
	4	4	8	12	16	20	
	5	5	10	15	20	25	12-25 High

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