

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 This risk assessment below is a dynamic document and will be reviewed on a daily basis.

Service area: Schools
Site Address: Loirston School Nursery
Service manager: Chief Education Officer
Inspection Undertaken by: Quality Improvement Team / Rebecca Watt- 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.	Individual RA & Checklists have been sent out and received back by all staff. HT has had short meetings with all staff.
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 agreed with TUs and in line with SG guidance
3.	Are you tracking people who have been identified as high risk/are shielding.	Y	Green	Core HR- Admin staff doing this daily. Workforce planning Group to establish City overview and process to manage and maintain

4.	Where practicable will staff still be allowed to work from home/remotely.	Y	Amber	Ongoing review
5.			Amber	<p>2 m distancing should be maintained between staff and other adults. No social distancing is required as per the Scottish Government guidance between staff and children. Teacher / staff workstations will be wiped down between each use by different individuals, hand washing facilities / hand sanitiser available.</p> <p>Should a staff member have to come into close contact with a parent/carer to help a child to part with their caregiver (therefore not maintaining social distancing) they will take the child into nursery and the staff member will immediately wash their hands.</p> <p>Children in nursery will be grouped in two bubbles of up to 30 children. These will run for both the morning and afternoon session. No social distancing is required for these children, either between child and child, or child and adult. There will be no cross over of children between these fixed bubbles, unless done over a holiday period. There will be restricted cross over of staff between these bubbles, so staff will be allocated either as AM or PM staff with a limited number of staff permitted to cross over if required.</p> <p>PPE provided for any members of staff who require to come into close contact (within 2 m of a pupil for more than 10 minutes (e.g. for additional support needs, first aid, toileting etc.).</p> <p>Staffing numbers in the nursery will be reduced to support staff to maintain social distancing from other staff members. When large numbers of staff are in the nursery cleaning, each will have their own designated area to clean, to ensure social distancing can be maintained.</p> <p>Staff will be encouraged to maintain strict social distancing over lunchtime, with staff utilising the green nursery playroom for lunch. Tables used will be cleaned prior to and after having lunch.</p>

				Administration tasks can be undertaken in the office in the red unit where IT facilities will be available. The Green nursery playroom can also be utilised by staff during the afternoon session.
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.	N	Amber	A strict 'stick to the left' policy will be in place around the whole school.
6.	Have staff been trained / notified before returning to work on any new procedures.	Y	Green	Hand washing PPE Social Distancing Keep left system Infection, Prevention and Control Training to be completed by all staff before opening
7.	Have staff been instructed on how to hand wash effectively, for the suggested duration and maintain good hygiene practices.	Y	Green	As above Ensure signage is available at all hand wash stations
8.	Have staff been instructed on social distancing where practicable while at work.	Y	Green	See 5. above

9.	Have staff been trained on what to do if they are experiencing COVID-19 symptoms.	Y	Green	Reissued within Risk assessment and PPE Guidance during staff training
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	Amber	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. Where at all possible, staff will continue to work from home. SLT/MAMs meeting using Teams – and with central officers. All new starts to nursery will be offered a virtual meeting to complete the paperwork and carry out introductions.. The initial meeting with parents at initial registration is to ensure relevant, timely, accurate information is shared. Nursery meetings will be held virtually where possible in the meantime, unless social distancing can be maintained.

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

No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Are you able to implement sufficient parking restrictions to maintain social distancing measures, where car use is required to perform a role?	Y	Amber	Reminder to HSLO if return to normal duties are implemented. Car park will be closed after 8.30am.
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. 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	Escorts and pupils to follow advice for public transport i.e. wearing of face coverings and maintaining physical distancing where possible.
5.	Has the entry and exits to the building/site been limited to the minimum number of points required.	Yes	Amber	Main entrance- staff and deliveries only. Asda snack delivery will be scheduled for when there will be no children or parents in the playground or waiting at the gate. Two entry and exit points will be used in the nursery to reduce the number of children entering or exiting at one time. This will help to support social distancing by parents. The entry points are the main nursery door and the nursery garden gate, entering into nursery through the garden door.

6.	Has access to the building/site been restricted to visitors and contractors etc.	Y	Amber	<p>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.</p> <p>Other essential visitors only where the impact of non-attendance would cause further harm (e.g essential maintenance contractors, Educational Psychologist)</p> <p>Asda delivery driver will not be permitted access into the building. Staff will meet the driver at the nursery garden gate and carry the shopping into the nursery kitchen.Boxes will then be unpacked and returned to the driver by nursery staff. Any cleaning of shopping will be done away from children in the kitchen area.</p>
7.	Is it practicable to confine visitors to strictly defined areas and avoid unnecessary movements around the building?	Yes.	Amber	<p>All visitors to remain at reception area. No one should be around the school. Parents will be asked not to enter the building. If they need to speak to a member of nursery or 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 nursery main 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. 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.</p> <p>All nursery settling sessions for new children will be scheduled for the nursery garden. Only one parent will be permitted to enter the garden and clear instructions will be given to the parent that they must maintain social distancing at all times. Chairs will be provided to support parents with this.</p>

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	<p>Stock of Hand Sanitiser, Cleaning materials and PPE will be ordered as required by PPE coordinator</p> <p>Hand sanitiser stations will be available at all entry points to nursery. These will be checked and refilled daily by a dedicated member of staff. Hand sanitiser station has been set up for entry to the Nursery Hub.</p> <p>Hand washing station has been created in the nursery garden, which will be in addition to the two toilet hand basins and three pupil hand basins in the nursery playroom. There are also two staff hand basins in the playroom. Hands must be washed for a minimum of 20 seconds following the guidance. Preference options for cleaning hands from HSE guidance on this:</p> <ol style="list-style-type: none"> 1. soap and hot water 2. soap and cold water 3. 60% alcohol hand sanitiser <p>As the sanitiser contains alcohol and is flammable, as a precaution to prevent burns, people are advised to wait until the sanitiser has dried on their skin before they touch metals or electrical equipment; before using oxygen or medical devices like oxygen cylinders; before touching patients using oxygen; and before smoking or using lighters/matches.</p>
9.	Is advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and where people congregate.	Y	Green	National guidance to be followed and detailed arrangements to be set out in School Recovery plan. Posters are displayed throughout the school and nursery. Children will be supervised with hand washing and supported to follow good hygiene, particularly at snack time due to the increased risk.
10.	Are the signs displayed reviewed and replaced as necessary?	Y	Green	Weekly check to be added to risk assessment for signage. Janitors to replace signage where necessary – janitors will require access to school printing facilities for this.

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

No	Issues	Y/N/ NA	Rating R/A/G	Comments
1.	Have you completed a clean of the property / site before returning.	Y	Green	A full deep clean was undertaken prior to staff return on 10th August.
2.	Is the ongoing cleaning frequency sufficient and is cleaning required and can cleaning be undertaken when site/building/premises is occupied?	Y	Green	Daily cleaning will be undertaken by Cleaning Services, supplemented by nursery staff undertaking regular spraying (at least once per session and between sessions) of frequent hand touch points during each nursery session,

				<p>as per detailed cleaning schedule. All staff using Covid Guard must ensure that children are not in the vicinity while it is being sprayed. A thorough cleaning of all surfaces and resources will be undertaken between nursery sessions to avoid cross contamination between bubbles. All surface cleaning will be undertaken using EN14476 rated (for destroying enveloped viruses) disinfecting solutions.</p> <p>All staff will follow infection control procedures rigorously. Staff should follow good infection control guidance (Infection Prevention and Control in Childcare Settings (Day Care and Childminding Settings)) and put in place the guidance from Health Protection Scotland. Staff will also be familiar with the nursery Infection, Prevention and Control policy.</p> <p>Surfaces used for snack and snack preparation will be cleaned before and after snack in accordance with the guidance for COVID Guard spray.</p>
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	<p>See point 2 above.</p> <p>Items which cannot be effectively disinfected between uses will be temporarily taken out of use, or they will be quarantined for 72 hours between use in a sealed container with date sealed and safe date clearly displayed.</p>
4	Have persons undertaking the cleaning been instructed with clear safe usage instructions.	Y	Green	<p>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.</p>
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	
6	Can blinds be kept opened and locked if they cannot be removed.	N/A	N/A	As above
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 work stations during the day.	Y	Green	<p>Products to be ordered by individual schools. Facilities Management to assist in storing and replenishing appropriate cleaning materials.- Ordered and in place.</p> <p>Within the nursery, a dedicated member of staff will be responsible for replenishing cleaning products, PPE daily, hand soap and hand sanitiser daily.</p>

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:	Y	Green	As instructed by Andrew Jones
1.	Fire Safety Systems / Emergency Lighting.	Y.	Green	Corporate landlord has confirmed all checks were made June 2020 and are up to date.
2.	Ventilation / Humidity / Lighting & Heating.	Y.	Green	Corporate landlord has confirmed all checks were made June 2020 and are up to date.
3.	Gas Installations.	Y	Green	Corporate landlord has confirmed all checks were made June 2020 and are up to date.
4.	Legionella Controls.	Y	Green.	Corporate landlord has confirmed all checks were made June 2020 and are up to date.
5.	Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance.	Y	Green.	Corporate landlord has confirmed all checks were made June 2020 and are up to date.
6	Lift Statutory Inspections.	N/A	N/A	Corporate landlord has confirmed all checks were made June 2020 and are up to date.

Signed: Rebecca Watt

Date: 12/08/20

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
Employee Safety –								
Psychological wellbeing	Staff	<p>Regular communication is in place (individual and group) to ensure staff are not ill-informed about returning to work safely.</p> <p>New workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in procedures and policies and disseminated to employees through line managers and HR. Contingency plan outlines procedures.</p> <p>SLT are aware of how big changes to working arrangements may cause additional work-related stress and affect their employees' mental health and wellbeing. Wellbeing Group has been set up to support staff. Wellbeing check on staff will be done regularly through Google Form designed by group.</p> <p>HT holds regular informal discussions with their team and look at ways to reduce causes of stress. SLT and staff meeting discussions weekly support this.</p> <p>Concerns on workload issues or support needs are escalated to SLT. Wellbeing survey for staff collects this data and is reported to SLT.</p> <p>SLT are trained to recognise signs and symptoms that a person is working beyond their capacity to cope and deal sensitively with</p>	P	Major	Possible	Medium	June 2020	<p>RW 28/6</p> <p>RW 28/6</p> <p>RW 28/6</p> <p>RW 28/6</p> <p>RW 28/6</p>

<p>Virus transmission in the workplace – Continued</p>	<p>Staff, visitors, contractors, pupils</p>	<p>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 worker risk assessment 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>Staff are requested to work remotely where possible in line with authority guidance (provided it does not interfere with workload commitments).</p> <p>Training arrangements have been developed to ensure staff have been trained before returning to work on any new procedures.</p> <ul style="list-style-type: none"> - PSA and EYP staff are undertaking Infection Prevention and Control training, all will be done by August. - All PSAs and EYPs will undertake the new First Aid Training before the children return. - All staff have read the PPE guidance. <p>Work has been arranged so that staff are able to maintain the government guidelines for social distancing based on our industry (The latest Guidance on these measure can be found by clicking the following link Social Distancing Guidelines).</p> <p>Staff activities are segregated to promote 2 metres distance.</p> <ul style="list-style-type: none"> - Staff room has been altered so that only 5 people can sit in at one time. - No staff should enter the office. <p>Staff face to face contact has been limited with each other to 15 minutes or less.</p> <p>A strict 'Stick to the Left' policy is in place for when children and adults are travelling around the school. Visual aids, such as posters and signage are used for maintaining two metres distance.</p>						<p>RW 28/ 6 Reviewed WB 10th Aug</p> <p>1/7 RW</p> <p>RW- 1/7</p> <p>RW 30/6</p> <p>RW 30/6</p> <p>RW- 30/6</p>
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<p>Virus transmission in the workplace – Continued</p>	<p>Staff, visitors, contractors, pupils</p>	<p>Employees are educated on preventative care.</p> <p>Hygiene guidance is given such as avoiding touching eyes, nose, mouth and unwashed hands, cover your cough or sneeze with a tissue, and throw it away in a bin and wash your hands. Posters are placed around the school.</p> <p>Posters are displayed that encourage staying home when sick, cough and sneeze etiquette.</p> <p>Alcohol hand gel has been placed at all entrances to the workplace, all nursery entrance doors and at the entrance to the Nursery Hub.</p> <p>Staff have been instructed to clean their hands frequently, to wash their hands with soap and water for at least 20 seconds. They may also use hand sanitiser where hand washing facilities are not easily available and also on the entry/exit of the building. The alcohol-based hand sanitiser must contain at least 60-95% alcohol.</p> <p>Social distancing while at work is maintained by continuing to limit social interactions by staggering start/finish times and lunchtime. Details of staggered times can be found on our Contingency Plan. We are also limiting the number of adults in the nursery during each session. During cleaning activities, all staff will be allocated an area of the nursery to maximise social distancing.</p> <p>Staff bring their own provisions in for lunch. Staff to follow hygiene routines if storing lunch in the fridge. Hygiene Routines will be placed on the fridge to remind staff of what needs done.</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. Staff have a Messenger group for communicating. Regular staff emails from SLT will be completed.</p> <p>Staff have been separated at lunchtime to reduce contact between employees.</p>						<p>28/6 RW</p> <p>RW 28/6</p> <p>RW 28/6</p> <p>RW 28/6 RW 11/8</p> <p>RW 28/6</p> <p>RW 28/6</p> <p>RW 28/6</p> <p>RW 28/6</p> <p>RW 30/6</p> <p>RW 30/6</p> <p>RW 30/6</p>
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<p>Virus transmission in the workplace – Continued</p>	<p>Staff, visitors, contractors, pupils</p>	<p>PPE is considered for work processes where close contact is required. Staff are familiar with the PPE guidance https://aberdeencitycouncil0365.sharepoint.com/sites/Network-ACCHeadTeachers/Shared%20Documents/General/Aberdeen%20PPE%20Guidance%20Education.pdf</p> <p>Adequate training has been made on what PPE is required (i.e. gloves, masks, aprons, Filtering Face Pieces (P3), goggles, the correct donning/doffing of PPE and face fit testing).</p> <p><u>ACC quick guides</u> for correct donning and doffing of PPE for <u>non-AGPs</u>, as well as for <u>AGPs</u>, 19 has been utilised for examples in best practice for putting on and taking off (donning and doffing). All staff to read before children return to school in August.</p> <p>The Scottish Government and Health Protection Scotland response page is monitored regularly for latest details on guidance and advice. Administrator and SLT responsible for checking for updates and filtering to staff.</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 regular staff emails and during weekly staff meetings.</p> <p>Staff discouraged from hand shaking and general close personal greetings.</p> <p>Employees are made aware of the impact of COVID 19 on their job/change of working environment. All staff have read the return to school plan and have read risk assessment for returning to school. They have also read the nursery risk assessment prior to reopening.</p> <p>The nursery windows along the back wall (black wall) of the playroom must be closed from 10.15 to 10.45am all other windows can remain open. This is to avoid cross contamination between children in the playground and nursery children as they often like to speak to and touch each other through the open window.</p> <p>Nursery staff should be vigilant to other classes in the playground and ensure that they remain 2m away from children at all times.</p>						<p>RW 30/6</p> <p>RW 30/6</p> <p>RW 30/6</p> <p>RW 30/6</p> <p>RW 30/6</p> <p>RW 11/8</p>
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<p>Someone entering the workplace with COVID-19</p>	<p>Staff, visitors, contractors, pupils</p>	<p>Work with our supply chain to ensure that they're adopting good practices to prevent the spread of COVID-19 to discuss arrangements and control measures.</p> <p>Staff are made aware of COVID-19 symptoms via training sessions and visual aids such as posters in key locations around the school</p> <p>No external visitors will be allowed in the school. Parents will be encouraged to make contact by email / phone and not in person. Nursery have their own mobile telephone for parents to make direct contact. This information will be given to parents through our Return to Nursery Booklet. Returning nursery children will attend an outdoor play session with their parent / carer. An area will be set up for each parent, maximum of 3 at a time to ensure social distancing. For our new children, Nursery Inductions will take place virtually. All parents will receive our Return to Nursery booklet with all relevant information to keep themselves, their families and staff safe. New starts have been advised to attend with only one parent to nursery garden visit (Week Commencing 24th August). A chair will be placed near the garden fence for parent and staff will ensure other nursery children maintain social distancing from our new parents.</p> <p>Anybody visiting site will be informed that they are not to enter if they're experiencing COVID-19 symptoms and will be advised to self-isolate in line with government recommendations.</p> <p>A register of staff and children will be taken daily in order to support the test and protect procedures.</p> <p>If a member of staff or a pupil displays COVID-19 symptoms whilst in the building, designated isolation rooms will be used. The two back classrooms in the huts are the two isolation rooms which are to be used for pupils who develop symptoms while in nursery.</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. This will be communicated to parents through the Return to Nursery Booklet.</p>	<p>P</p>	<p>Extreme</p>	<p>Possible</p>	<p>Medium</p>	<p>June 2020 and ongoing</p>	<p>RW 30/6</p> <p>RW 30/6</p> <p>RW 30/6</p> <p>RW 30/6</p> <p>RW 30/6</p>
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<p>Membership of cohorts change</p>	<p>Staff and pupils</p>	<p>Settings should establish cohorts of children (up to 30) who will work together throughout each session. These cohorts should work with the same staff members, where practicable, throughout the session. Cohorts of children should remain consistent as far as is possible. Whenever possible staff members should work with the one group of children throughout the day.</p> <p>An increase in the number of close contacts for each child and member of staff could increase the risk of spread of infection. Therefore:</p> <p>As far as possible groups of children will remain consistent. When there is a change in membership of a group, extra precautions should be taken.</p> <p>Continue to follow all policies and procedures that are in place regarding infection prevention and control</p> <p>Limit the number of close contacts for each child and member of staff. This will reduce the risk of spread of infection.</p> <p>Locality Lead assigned to ensure relief staff are available to cover at short notice.</p> <p>Children/staff who are unwell should not attend, in line with usual procedures. Information from Health Protection Scotland states that the virus presents as a fever, cough, loss or change taste or smell. Staff and children who develop symptoms consistent with COVID-19 must follow the Test and Protect guidance, which includes staying at home, self-isolating, and contacting the NHS for advice on testing. Those who do test positive for COVID-19 will be asked to continue to self-isolate for 10 days and their close</p>						<p>RW 14/8</p>
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		contacts, identified through contact tracing, will be asked to self-isolate for 14 days. Where possible, staff should work consistently within one cohort. Relief staff should only work in one setting						
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Hazard	At Risk	Control Measures	Probability Worst Case Outcome					
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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
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Travel, Access & Egress								
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Travelling to school buildings	Staff, pupils, visitors, contractors	Sufficient parking restrictions to maintain social distancing measures in place. Staff are aware of SD regulations and will respect them when in the car park. When they park, they should choose a space where there are no cars near if possible. Workers will be instructed to use their own transport for work activities. Workers told to avoid public transport where applicable and using alternatives e.g. cycling, walking to work etc. 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". For pupils using bicycles, bike racks will be available, but any adults (e.g. non teaching staff) supervising / supporting pupils will need to maintain 2 m distancing between each other..	P	Moderate	Possible	Medium	June 2020	RW 1/7 RW 1/7 RW 1/7
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Entry and exit to building	Staff, visitors, contractors, pupils	Entry and exits to the building - Main door to be used by staff and for deliveries only. - Nursery main door will be used for Asda delivery, but to be scheduled for when no children/parents are at the front of the school. Delivery driver to leave shopping at external door for collection by staff.	P	Major	Possible	Medium	June 2020	RW 11/8
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		<ul style="list-style-type: none"> - Deliveries only allowed when the children are not at the front of the school. Signs will display this. - No parents allowed in Playground except for P1 pupils and Nursery - Nursery children will have staggered start and finish times utilising the main nursery entrance and the side entrance (accessed via the nursery garden). Children will say goodbye to their parent / carer at the door and be escorted in by staff. No parents will be permitted into the nursery building. <p>Visitors entering the site (e.g. contractors or workmen) will be required to sign in using the electronic sign in method on the Chromebook which can then be sanitised, Personal information will gathered and stored through google form for track and trace purposes.</p> <p>No external visitors will be allowed in the building. Parents will be encouraged to make contact by email / phone and not in person. Nursery parents will be given the nursery mobile telephone number to contact nursery direct if required.</p> <p>Any essential visitors confined to strictly defined areas and unnecessary movements around the building avoided. They should remain in the reception area if possible.</p> <p>Hand sanitiser pump action containers are available in every work area and on main travel routes through the building including access and egress areas</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>RW 1/7</p> <p>RW1/7</p> <p>RW 1/7</p> <p>RW 1/7</p> <p>RW 1/7</p> <p>RW 1/7</p> <p>RW 1/7</p>
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<p>Orientation/ Training</p>	<p>Staff, pupils, visitors (agreed only in advance)</p>	<p>Staff, pupils and parents have been provided with the School Return to School Plan which details issues such as the following: <u>Prior to August 11th (on in-service day 10th August)</u> 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) ● Infection, Prevention and Control ● Updated Fire Evacuation Procedures (The latest Guidance on these measures can be found by clicking the following link Social Distancing Guidelines). <p><u>On first day of nursery entry</u> Nursery children will have their first session in the garden only with their parent/carer to settle them back into the environment. Their next session can be indoors / outdoors and they will be shown the different measures in place to keep everyone safe. Staff will be ensuring correct handwashing procedures are followed throughout the nursery sessions.</p> <p>All will take responsibility for challenging those not following guidance.</p>					<p>RW 11/8</p> <p>RW 11/8</p> <p>RW 11/8</p> <p>RW 11/8</p>
<p>Personal Hygiene</p>	<p>Staff, pupils, visitors (agreed only in advance)</p>	<p>Staff will follow good infection control guidance (Infection Prevention and Control in Childcare Settings (Day Care and Childminding Settings)).</p> <p>Handwashing procedure posters are displayed in areas where handwashing takes place.</p> <p>All pupils and staff will sanitise their hands as they enter the setting and wash their hands immediately after storing their personal belongings at their peg (children) or box (staff). Handwashing will be built into the daily routine.</p>					<p>RW 11/8</p> <p>RW 11/8</p> <p>RW 11/8</p> <p>RW 11/8</p>

		<p>Where hand washing facilities are limited, hand sanitiser will be provided. Those using hand sanitiser will be encouraged to wash their hands as quickly as possible after application.</p>							RW 11/8
		<p>Employees or service users who suffer dry skin/dermatitis will carry their own hand cream. Any cream required for children's skin needs to be prescribed and medication form completed.</p>							RW 11/8
		<p>Where tissues are used they will be binned immediately, then hands will be washed. Separate boxes of tissues will be available in the nursery for both AM and PM children. Staff should be encouraged to carry their own.</p>							RW 11/8
		<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>							RW 11/8
		<p>Staff/service users will be encouraged to tie back long hair where appropriate and change clothes daily .</p>							
		<p>All children, young people and staff will wash their hands with soap and water for at least 20 seconds, or use an alcohol-based hand sanitiser.</p> <p>Handwashing will take place:</p> <ul style="list-style-type: none"> • When entering the building (and returning after lunchtime) • After using the toilet • Before and after eating or handling food • Before leaving the building/getting into their car, • After blowing the nose • After sneezing or coughing • When changing classroom • When arriving home 							

Maintaining 2m distancing	Staff, pupils, visitors (agreed only in advance)	Social distancing while at work is maintained by continuing to limit social interactions by staggering lunchtime and reducing the number of staff in each nursery session..						RW 11/8	
		At the end of each session, all nursery children will wash their hands before putting on their jackets and bags. They will then all wait together inside or outside, until parent arrives ready for them to be taken to meet their parent/carer at either the nursery gate or main door to be taken home							RW 11/8
		Social gathering amongst employees have been discouraged whilst at work. Main staffroom altered and numbers limited to take account of social distancing and to provide a rest area for staff. Additional staff room created, next to Nursery Hub which can be utilised for nursery staff. Numbers accessing this room are limited to 12.							RW 11/8
		Staff requested to keep in touch through remote technology such as phone, internet and social media.							RW 11/8
		This would include attendance at meetings of psychologists, nurses, social workers, etc. being kept to an absolute minimum and virtual meetings should be encouraged meantime. The use of remote technology (digital/virtual meetings) methods, meetings in outdoor settings (where possible) to support children should be used initially.							RW 11/8
		Staff have been separated into teams to reduce contact between employees, e.g. non-teaching, primary teams and Nursery Teams							RW 11/8
		Staff activities are segregated to promote 2 metres distance.							RW 11/8
		Staff face to face contact has been limited with each other to 15 minutes or less.							RW 11/8

		<p>day. Large group activities such as assemblies, drama, etc. will not take place.</p> <p>All staff to monitor practice and alert SLT of any potential risks. This will trigger a review of this risk assessment</p> <p>If a service user refuses to comply with ACC risk assessment, they will be asked to work from home. The number of staff members within each area is limited as appropriate with regard to the 2m distancing rule.</p>							RW 11/8
Dining arrangements	Staff, pupils, visitors (agreed only in advance)	<p>All pupils and staff leaving the site for lunch must follow the guidelines for social distancing in takeaways and shops. -These arrangements will be reviewed as restrictions are reviewed</p> <p>Early Years dining will be within the setting area to ensure that children can remain within the space and rolling snack offered to limit numbers in kitchen / dining areas. Staff will serve the children and continue to encourage self care skills and independence where possible.</p> <p>Any staff or pupils leaving the site must comply with social distancing guidelines for shops and takeaways.</p>							<p>RW 11/8</p> <p>RW 11/8</p> <p>RW 11/8</p>
Use of Toilets	Staff, pupils, visitors (agreed only in advance)	<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>There will be a visual system in place for staff toilets too.</p>							<p>RW 11/8</p> <p>RW 11/8</p> <p>RW 11/8</p>

<p>Employees / Service user becomes unwell</p>	<p>Staff, pupils, visitors (agreed only in advance)</p>	<p>In line with procedures and guidance, only allow employees and service users in good health to be in the setting.</p> <p>If someone develops any of the symptoms:</p> <ul style="list-style-type: none"> ● a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) ● a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) ● loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal <p>Follow current NHS guidance https://www.nhs.uk/conditions/coronavirus-covid-19/ All school staff will be asked to familiarise themselves with the local <u>Test, Trace, Isolate and Support Strategy</u>.</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 . Arrangements will be made for class cover. <p>Service User</p> <ul style="list-style-type: none"> ● One isolation area within the school estate identified 						<p>RW 11/8</p> <p>RW 11/8</p> <p>RW 11/8</p> <p>RW 11/8</p> <p>RW 11/8</p>
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		<ul style="list-style-type: none">• The member of staff will remain in the isolation room with the child, engaging them as they wait for parent/carer.• SLT will be informed so facilities can be notified and additional staffing can be allocated to nursery to ensure adequate ratios of 1:10 if appropriate.• Emergency contact list accessible and up to date. Nursery parents will be asked to provide a minimum of 3 emergency contacts given the current pandemic. These will be double checked to ensure they are accurate.• Request for immediate collection by parents/carers• All other children will be safely removed from the nursery playroom, to the nursery garden or the school gym hall if inclement weather. This will enable a more thorough clean to be made of the nursery environment.• Parents/carers should arrive and make themselves known at the main door of the school. The child will then be brought round the outside of the school, through the playground to their parent.• On collection, child to immediately leave the building and go directly home. Parents are to be advised to contact GP or 111 for advice. Child to be tested, or to self isolate for 10 days following onset of symptoms. Family to self isolate for 14 days, as per Scottish Government advice.• Nursery staff to follow school procedures and carry out a thorough clean of surface areas in isolation room using						
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		<p>COVID Guard. Paper towels and PPE to be disposed on in waste bin and the bag in the bin is to be tied. It is then double bagged and a label attached with the date and time, before being stored in the boiler room for disposal in 72 hours. Staff must ensure they have recorded the isolation room's usage on the door record.</p> <ul style="list-style-type: none"> • Facilities informed and a more thorough clean carried out of the Isolation Room • Nursery staff to wear PPE and undertake a more thorough clean of the nursery environment and resources using COVID Guard, prior to allowing children to re-enter. PPE worn must be safely removed, disposed off in waste bin, bag tied and then double bagged, labelled with date and time, prior to placing in boiler room. 						
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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.						
Cleaning and hygiene measures								
Environmental Cleaning	Staff, visitors, contractors, pupils	A deep clean of the property / site before returning is performed if required.	P	Minor	Possible	Low	05/06/20	RW 11/8
Cleaning Frequency	Staff, visitors, contractors, pupils	The ongoing cleaning frequency is made sufficient enough such that cleaning can be undertaken daily. Nursery staff to clean the nursery playroom and equipment between AM and PM sessions. Rotas and cleaning schedules in place following health protection guidelines.	P	Moderate	Possible	Medium	In place from 11th August and ongoing	RW 1/7

Commonly touched surfaces	Staff, visitors, contractors, pupils	<p>All hand contact points are cleaned on a frequent basis throughout each nursery session including, door handles, light switches, furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, toilets, kitchen / food preparation areas.</p> <p>Staff will not spray the COVID spray while children are in the vicinity.</p> <p>All curtains have been removed to minimise the areas where viruses can be difficult or time consuming to remove.</p> <p>All rugs and mats have been 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> <ul style="list-style-type: none"> - Staff will have a bottle of COVID Guard disinfectant, aprons, gloves and blue roll in their sanitising supply boxes to wipe surfaces regularly. These are stored out of reach of the children. - Nursery staff will wipe down high touch surfaces using COVID guard throughout the session and all surfaces and resources will be wiped down/sprayed, in between sessions. Blue roll / Paper towels to be used and safely disposed of. <p>Where possible, staff will only use the printer in their area.</p> <p>The xerox machine will be wiped down after each use.</p> <p>IPad and laptops will be wiped down after each use. Nursery staff each have their own work ipad. If they are shared, they must be wiped down prior to being returned. All ipads which are in the playroom during session, must be wiped between sessions.</p>	P	Moderate	Possible	Medium	In place from 11th August and ongoing	<p>RW 1/7</p> <p>RW 1/7</p> <p>RW 1/7</p> <p>RW 1/7</p> <p>RW 1/7</p> <p>RW 1/7</p>
Use of cleaning products	Staff, visitors, contractors, pupils	<p>Teaching staff, PSAs and EYPs 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</p> <p>Correct PPE is provided for the use of cleaning materials.</p>	P	Moderate	Possible	Medium	In place from 11th August and ongoing	RW 1/7

Housekeeping	Staff, Contractors, pupils	<p>Nursery staff will use Covid Guard spray regularly to wipe surfaces so that staff can frequently clean their work stations and high touch points during the day. These will not be used around children.</p> <p>Wipes to be provided in each classroom for staff to wipe electrical equipment after each use.</p> <p>Staff provided with waste bins lined with a plastic bag so that they can be emptied without contacting the contents.</p> <p>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	RW 1/7 RW 1/7 RW 1/7 RW 1/7
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Work must continue alongside COVID-19 and you still have a duty to ensure a safe place of work for your staff, visitors etc. If you're intending to bring your staff back to your workplace and your workplace has been sat idle, we would suggest giving some consideration to the following topics:

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Fire Safety Systems / Emergency Lighting - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Fire, heat, burns, smoke inhalation	Staff, visitors, contractors, pupils	<p>Responsible person has carried out checks on your building in the following areas:</p> <p>Emergency lighting is 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	Extreme	Possible	Medium	August 2020	

		<p>Dry / wet risers inspected and maintained (if installed).</p> <p>Fire blankets available in required location.</p> <p>Fire alarm and detection system for the building tested, inspected and maintained.</p> <p>Means of escape clear.</p> <p>Fire doors provided and maintained in good working order.</p> <p>Building has suitable lightning conductors / protection.</p>						
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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.						
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, visitors, contractors, pupils	Workplace temperatures are not too hot or too cold (at least 17 degrees Celsius). Measures can be taken to control temperature extremes and/or humidity levels such as through computerised EHAV system.	E	Minor	Possible	Low	Ongoing	
Ventilation	Staff, visitors, contractors, pupils	Windows will be open whenever staff / children are in the building. 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		RW1/7

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.						
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, visitors, contractors, pupils	Gas installations e.g. boilers have been inspected, tested and maintained at required frequencies. Adequate ventilation available next to gas installations. Gas isolation control switches available and clearly identified. Supplier's emergency contact number clearly displayed, un-obscured and legible. Gas cylinders being used safely (if used).	P	Extreme	Possible	High	August 2020	

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			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.						
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		Tanks and taps inspected and maintained.	P	Major	Possible	Medium	August 2020	

Legionella	Staff, visitors, contractors, pupils	Suitable controls in place to reduce the risk of legionnaires disease. All other outlets to have been run for 5mins to eliminate standing water, prior to staff returning							RW 1/7
Drinking water	Staff, visitors, contractors, pupils	Separate drinking water facilities should be made available for staff and pupils to fill their own water bottles. Facilities to be wiped down after each use.	P	Moderate	Possible	Medium	August 2020		RW 1/8

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, contractors, pupils	Responsible person has carried out checks on your building in the following areas: Thorough examination, inspection, test and maintenance certificate and logs available and up-to-date for the premises, plant and equipment e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems.	P	Major	Possible	Medium	August 2020		
Lift Statutory Inspections	Staff, visitors, contractors, 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, contractors, pupils	There is a planned preventative maintenance schedule and inventory available for key items of plant and equipment and are up-to-date	E	Major	Possible	Medium			

		<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 have been checked to ensure safe operation.</p> <p>Defective equipment has been taken out of service awaiting repair.</p> <p>Enough space is available for personnel to undertake their tasks safely and comfortably.</p> <p>Personnel have the appropriate competences and/or trained to use machines/work equipment.</p>						
Signed:	Rebecca Watt	Assessment Date:	Further action required:	Action Review Date(s):				
Name:	Rebecca Watt	2/7/20	-Pg 20- 24 should be completed by the appropriate member of facilities.	Next Review Date: Daily as of 11th August 2020				

Action Plan

Point Ref	Details of Corrective Action Required	Timescale	Responsible Person	Closed Out
A2	Risk assessment for staff with self-declared health condition to be and agreed with Trade Unions	June 2020	QIO/P&O	Checked before return to school
A1	Risk assessment for staff with self-declared health condition to be undertaken with all relevant staff	June 2020	HT /H&S	HT checked before return to school
A3	Tracking system to be developed and maintained for vulnerable staff	June 2020	QIO/P&O/line managers	agreed prior to return
A5c	Guidance on school building arrangements for each building to be created and circulated as appropriate	June 2020	HTs /Corporate Landlord	HT - To be updated in line with new guidance expected end of July.
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	All staff training completed
B6/B7	Contractor and visitor to schools protocol and policy to be updated and shared with all schools	June 2020	Corporate Landlord	policy noted/shared
B8	Co-ordinated procurement of PPE including hand sanitiser and cleaning materials	June 2020	Facilities/H&S	HT/admin confirmed prior to opening
C	Soft furnishings/blinds/mats etc to be removed where safe to do so	August 2020	HTs /Corporate Landlord	HT - removed
C1	Each school building to be deep cleaned before staff and/or pupils return	June 2020	Facilities	was completed in June 2020 before staff allowed in
C2-4	Cleaning guidance issued to all schools	June 2020	Facilities	Was issued to school prior to opening
C8	Provision of appropriate cleaning products and usage instruction to school staff	June 2020	Facilities	was provided prior to opening to pupils

D1-6	All required building related safety inspections undertaken and completed	August 2020	Corporate Landlord	was completed before staff allowed into building in June 2020

Additional
Comments

Signed:

Rebecca Watt

Date:

19/8/20