

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 will be updated on a regular basis to reflect the current guidance from the Scottish Government regarding COVID-19..

Service area: Education and Children's Services
Site Address: Loirston Primary School
Service manager: Chief Education Officer
Inspection Undertaken by: Head Teacher- Rebecca Watt
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 worker's risk assessment has been completed for staff with underlying conditions and pregnant staff. These are updated termly.
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	As per ACC guidance.

3	Are you tracking people who have been identified as high risk/are shielding.	N/A	Green	Core HR is completed daily by admin staff. No one at Loirston is currently high risk or shielding but some have identified with underlying conditions. Individual Risk Assessments are in place for those people.
4	Where practicable will staff still be allowed to work from home/remotely.	Y	Green	A skeleton staff will be in school to support key workers and vulnerable children. Most staff will be working from home whilst Aberdeen remains in Tier 4.
5	Can all staff maintain the Scottish Government guidelines for social distancing based on your industry (The latest Social Distancing Guidelines available here). These could include but are not limited to the following:	Y	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 as best they can in P3-7(e.g. staff workstation 2m from nearest pupil desks). Teacher / staff/ pupil workstations will be wiped down twice a day and 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>Face masks will be worn by all staff at all times unless they are 2m from another adult.</p> <p>However, this may be compromised by the 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. Individual Risk assessments are in place for ASN children who may struggle to comply with COVID rules and regulations.</p> <p>Staffroom altered and numbers limited to take account of social distancing. Staff advised to bring their own food and drinks.</p>
5a	Are you able to segregate staff's activities to promote 2 metres distance?	Y	Amber	See Above (5)
5b	Are you able to limit the amount of contact staff have with each other to 15 minutes or less	Y	Amber	See Above (5)
5c	Are you able to implement a one way flow system and provide visual aids (e.g. distancing markers, signage, flow system markers) for maintaining two metres distance.	Y	Green	<p>One-way systems are available in certain areas where possible. Signage and floor markings are available to remind pupils not to enter specific areas and to keep to the left when travelling around the school.</p> <p>Class teachers will regularly go over the one-way flow systems to remind children.</p> <p>Only the blue unit and the SNUG in the yellow unit will be used as the school Hub for Key Worker and Vulnerable children at this moment in time.</p>

6	Have staff been trained / notified before returning to work on any new procedures.	Y	Green	Handwashing PPE Social Distancing One-way systems Staff are regularly informed of updates to RA and new procedures by email or virtual staff meetings. The Senior Leadership Team have briefed staff on circulation patterns and revised school layouts to ensure that all staff are aware of new restrictions.
7	Have staff been instructed on how to hand wash effectively, for the suggested duration and maintain good hygiene practices.	Y	Green	As above Signage (hand washing posters) will be available at all hand wash stations for staff and pupils. Regular H&S walks by SLT will ensure that the correct signage is up at all times.
8	Have staff been instructed on social distancing where practicable while at work.	Y	Green	See Above (5)
9	Have staff been trained on what to do if they are experiencing COVID-19 symptoms.	Y	Green	Staff have all been asked to familiarise themselves with Test and Protect and to sign an electronic sheet to indicate that they have, Reissued within Risk assessment and PPE Guidance during staff training. Staff will need to inform SLT and make their way to the isolation area in the Community Lounge or leave the building. Personal belongings will be taken by another member of staff to the door of the waiting area. Reminders are sent regularly through emails and whats app group.
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	Meetings with professionals out-with school and parents/ carers will take place remotely or by telephone. No unnecessary travel should take place. Staff should avoid public transport where possible, if necessary, a mask should be worn. Meetings with other professionals as far as possible should also take place remotely. If a face-face meeting is deemed necessary, the meeting should take place in well ventilated area of the school with enough space for safe social distancing.

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	The Staff Car Park is closed off each morning and parents have been asked not to use the school parking areas, fortnightly reminders are sent home through Parent Newsletters. Parents will be asked to walk or park and stride using the library or surrounding streets.
2	Are workers required to use either their own vehicle or company vehicle to travel to their task?	N	Green	No staff members need to travel other than to and from the workplace.
3	Are workers avoiding public transport where applicable and using alternatives (e.g. cycling, walking to work etc).	Y	Green	Staff needing to use public transport will be advised to wear masks. Extra cycle racks have been requested for the front of the school for any staff members wishing to cycle.
4	Have you considered staff that are required to vehicle share for their role and whether this could continue?	Y	Green	Anyone sharing vehicles should be wearing masks.
5	Has the entry and exits to the building/site been limited to the minimum number of points required.	Y	Green	At Loirston all our entry/exit points will be used to support social distancing and the one-way system. National guidance to be followed on this and detailed arrangements set out in the School Return Plan. Classes containing fire exit doors will make use of these,
6	Has access to the building/site been restricted to visitors and contractors etc.	Y	Amber	All visitors to enter the school through pre-arranged appointments 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. Parents will not be permitted to visit school to speak to teachers about their children. This will be communicated clearly to all parents via fortnightly updates. Signage is displayed at the front door to support this. Where parents require to contact a teacher, they should be asked to make contact initially by email, and by booking an appointment in advance. SLT will manage telephone appointments for parents wishing to speak with teachers. Signage will be displayed at school visitor entrances to explain that visitors are generally not permitted, and will provide a telephone number for visitors to contact an appropriate member of staff within the building, should they wish to speak with someone or if they have an appointment to attend the school.

				<p>If a visitor has an appointment to access the building, they will be asked first to confirm that they are not displaying any COVID-19 symptoms. Those displaying symptoms will not be permitted access.</p> <p>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 Reception desk window / hatch.</p> <p>All visitors will scan the track and trace QR code when entering the building</p> <ul style="list-style-type: none"> School administrator or admin support staff will be responsible for ensuring visitors do this.
7	Is it practicable to confine visitors to strictly defined areas and avoid unnecessary movements around the building?	Y	Amber	<p>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 scan QR code (reception staff/school administrator to ensure visitors scan for Test and Protect purposes and to reduce risk of virus transmission). Where it is essential that a visitor attends 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.</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>Procurement of Hand Sanitiser and Cleaning materials will be organised centrally by PPE Coordinator (HT).</p> <p>Health Protection Scotland advise that soap and water should be used for hand washing where this is available. Alcohol based hand gels / sanitiser should be used every time anyone enters the building. Stocks of soap will be checked, and replenished, before the start of every day by facilities staff.</p> <p>Children and staff will be reminded to wash their hands with soap and water for at least 20 seconds, or use an alcohol hand sanitiser, when entering the building, before eating or handling food, after blowing their nose, sneezing or coughing, and after going to the toilet. Children and staff will be reminded to</p>

				<p>avoid touching their eyes, nose or mouth, especially with unwashed hands. Several posters will be displayed around the school to remind everyone of the need for regular handwashing.</p> <p>Stocks of soap and sanitiser will be checked by janitor and kept in the central community office as well as in the GP rooms in each area.</p> <p>Hand sanitiser will be available at the front door of Loirston School where staff and other adults enter. Stocks will be checked every day. Hand sanitiser will be available at the front door. Pupils entering the class doors will sanitise hands before entering the building then go straight to the class sink to wash hands. Those entering by unit doors will also follow the same procedure. Bins will be placed at all hand washing areas and around the school for tissues and paper towels.</p> <p>Before break and lunch, children will wash their hands again thoroughly and again on return to the building from outside.</p> <p>At the end of the day, children will wash hands before leaving the building. Children and staff will be reminded to cover their nose and mouth when coughing or sneezing with disposable tissues and dispose of them in the nearest waste bin after use and wash hands. Tissues will be available in each classroom, and pupils should be reminded to use the crook of their elbow if no tissue is immediately available.</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. Signage (posters) are displayed around the school and checked regularly by SLT/Janitor as part of the H&S walk.
10	Are the signs displayed reviewed and replaced as necessary?	Y	Green	Weekly check will be done by SLT & Janitor. They will 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	The school was cleaned in line with the national guidance before staff members entered the building.
2	Is the ongoing cleaning frequency sufficient and is cleaning required and can cleaning be undertaken when site/building/premises is occupied?	Y	Green	Daily cleaning will be undertaken by Cleaning Services, supplemented by Janitorial staff undertaking regular cleaning of frequent hand touch points

				during the school day. All surface cleaning will be undertaken using EN14476 rated (for destroying enveloped viruses) disinfecting solutions. Staff are sanitising class areas twice a day.
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	High touch points are cleaned twice a day by janitorial staff. Sanitising wipes will be available in each room in the school for staff or pupils to wipe down equipment or resources. Items which cannot be effectively disinfected between uses will be temporarily taken out of use. In the ELC school staff will clean resources between different groups using COVID Spray. Cleaning rotas are on display in each classroom and are completed by teaching staff after each clean.
4	Have persons undertaking the cleaning been instructed with clear safe usage instructions.	Y	Green	All FM staff are trained in the safe methods of work for activity within their service areas. COVID-19 specific risk assessments have been completed and shared with all staff. Supplementary service specific FAQ's have also been prepared and shared with staff upon their return to work.
5	Can where practical curtains and blinds be removed to minimise the areas where viruses can be difficult or time consuming to remove.	Y	Green	Curtains and Blinds be removed or left open to limit contact.
6	Can blinds be kept opened and locked if they cannot be removed.	Y	Green	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 rugs have been removed.
8	Have staff been provided with appropriate cleaning products so that they can frequently clean their work stations during the day.	Y	Green	Appropriate cleaning materials have been organised and provided for every working area of the school. SLT will check supplies during H & S walks to allow staff to clean their work stations twice a day.

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 will confirm to individual head teachers when all checks up to date. Prior to this staff access to building restricted to daytime hours only, max 4 people (primary schools) / 8 people (secondary schools) for no more than 2 hours each day, and only for specific recovery planning purposes. Restrictions now no longer in place at Loirston
2	Ventilation / Humidity / Lighting & Heating.	Y	Green	Corporate landlord will confirm to individual head teachers when all checks up to date. Prior to this staff access to building restricted to daytime hours only, max 4 people (primary schools) / 8 people (secondary schools) for no more than 2 hours each day, and only for specific recovery planning purposes. Restrictions now no longer in place at Loirston
3	Gas Installations.	Y	Green	Corporate landlord will confirm to individual head teachers when all checks up to date. Prior to this staff access to building restricted to daytime hours only, max 4 people (primary schools) / 8 people (secondary schools) for no more than 2 hours each day, and only for specific recovery planning purposes. Restrictions now no longer in place at Loirston
4	Legionella Controls.	Y	Green	Corporate landlord will confirm to individual head teachers when all checks up to date. Prior to this staff access to building restricted to daytime hours only, max 4 people (primary schools) / 8 people (secondary schools) for no more than 2 hours each day, and only for specific recovery planning purposes. Restrictions now no longer in place at Loirston
5	Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance.	Y	Green	Corporate landlord will confirm to individual head teachers when all checks up to date. Prior to this staff access to building restricted to daytime hours only, max 4 people (primary schools) / 8 people (secondary schools) for no more than 2 hours each day, and only for specific recovery planning purposes. Restrictions now no longer in place at Loirston

6	Lift Statutory Inspections.	N/A	Choose an item.	N/A
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Signed: Rebecca Watt

Date: 16th February 2021

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 well being	Staff	<p>Regular communication is in place (individual and group) to ensure staff are informed about any changes to procedures.</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>Guidance for managers and employees on the Zone. https://peopleanytime.aberdeencity.gov.uk/coronavirus-advice-for-employees/</p> <p>HT & SLT Meetings hold regular informal discussions with their team and look at ways to reduce causes of stress.</p> <p>Concerns on workload issues or support needs are escalated to line manager.</p> <p>Managers are trained to recognise signs and symptoms that a person is working beyond their capacity to cope and deal sensitively with employees experiencing problems outside of work.</p>	E	Moderate	Possible	Medium	Feb 2021	RW Feb 21
	Staff							

Psychological wellbeing Continued		<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>Staff Wellbeing Group will be set up to support staff. Weekly anonymous wellbeing checks will be sent out to all staff.</p> <p>Undertake a review of your stress risk assessment to reflect new working arrangements. Where you have made significant adjustments to employee's working practices, a review must be undertaken.</p> <p>Employees are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc) through line managers.</p>						RW Feb 21
Psychological wellbeing	Pupils	<p>Key Worker children and vulnerable children from P4-7 will be in school daily with PSA and SFL staff. Nursery - P3 have returned as normal. SLT complete daily check ins with areas of school</p> <p>Contact with all parents/ carers will be made regularly with parents to ensure that they are up to date with any changes that may be happening.</p> <p>Ensure first aiders on site at all times following appropriate ratios.</p> <p>Ensure named Child Protection Officer is available within each setting.</p> <p>All ACC policies adhered to at all times.</p> <p>Staff working with children continue to be calm, nurturing and caring, seeking confirmation from line managers if unsure of anything.</p>	P	Moderate	Likely	Medium		RW Feb 21
Virus transmission in the workplace	Staff, visitors, contractors, pupils	<p>Specific individual worker risk assessments have been updated for those who have a self-declared health condition which could increase their risk profile.</p>	E	Moderate	Possible	Medium	February 2021	

<p>Virus transmission in the workplace – Continued</p>	<p>Staff, visitors, contractors, pupils</p>	<p>Any shielding staff have been advised to contact their GP to seek advice on their individual circumstances.</p> <p>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>Track and Trace QR Code is set up in the reception area.</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>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 meters distance.</p> <p>All staff wear fluid-resistant face masks at all times when they may be in breach of the 2M rule.</p> <p>Most of the staff are taking part in the lateral flow testing twice a week (Wednesday and Sunday). Results are recorded with the NHS.</p> <p>Staff wear additional PPE when working with children in close proximity for 10 minutes or more, e.g. 1-1 PSA, SFL and when in communal areas.</p> <p>All Parents must wear masks when dropping off and picking children up from school, maintaining 2m from each other at all times.</p> <p>A one-way flow system in the Blue and Yellow Unit has been implemented along with visual floor markings, signage used to support 'keeping to the left' when travelling around the school.</p>						<p>RW Feb 21</p>
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<p>Virus transmission in the workplace – Continued</p>	<p>Staff, visitors, contractors, pupils</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.</p> <p>Posters are displayed that encourage staying home when sick, cough and sneeze etiquette.</p> <p>Alcohol hand gel has been placed at the entrances and in other areas where they will be seen along with posters to support.</p> <p>Staff have been instructed to clean their hands frequently, to wash their hands with soap and water for at least 20 seconds followed by the use of an alcohol-based hand sanitiser that contains at least 60-95% alcohol.</p> <p>Soap and water and alcohol-based hand rubs are provided in the workplace and adequate supplies are maintained.</p> <p>Social distancing while at work is maintained by continuing to limit social interactions by staggering start/finish times, break and lunchtime.</p> <p>Staff are advised to bring their own provisions in for break and lunch.</p> <p>Social gathering amongst employees has 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 What’s App group for communicating. Regular staff emails from SLT will be completed.</p> <p>Staff have staggered breaks and lunchtimes to reduce gatherings in large numbers. Only 7 members of staff are allowed in the staff room at once. Staff have been encouraged to eat in their Unit where possible.</p>						<p>RW Feb 21</p>
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		<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>https://aberdeencitycouncil0365.sharepoint.com/sites/Network-EducationAberdeen/SitePages/PPE-Guidance-(2)-Update.aspx</p> <p>The Scottish Government and Health Protection Scotland response page is monitored regularly for latest details on guidance and advice.</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 the company lines of communications (i.e line managers, HR) and shared with staff.</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.</p> <p>Parents are reminded of updated RA and mitigations in place through regular newsletters.</p> <p>P.E will only take place outdoors. The Gym Hall will be out of bounds while Aberdeen remain in Tier 4.</p>						RW Feb 21
Someone entering the workplace with COVID-19	Staff, visitors, contractors, pupils	<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>Work with our supply chain to ensure that they're adopting good practices to prevent the spread of COVID-19 to discuss arrangements and control measures.</p> <p>Staff are made aware of COVID-19 symptoms via training sessions and visual aids such as posters in key locations, screensavers</p>	E	Moderate	Possible	Medium	February 21	RW Feb 21

		<p>External visitors will be actively discouraged. Parents will be encouraged to make contact by email / phone and not in person.</p> <p>Anybody visiting site will be informed that they are not to enter if they're experiencing COVID-19 symptoms and will be advised to self-isolate in line with government recommendations</p> <p>Staff and pupils will be informed to self-isolate if they have a person living in the same household or if they've been in contact with someone displaying COVID-19 symptoms.</p> <p>Staff will only be based at one school and strictly no travelling between two buildings</p>						
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Hazard	At Risk	Control Measures	Probability Worst Case Outcome					
			EXISTING/ PROPOSED or 'P'	Possible Outcome	Likelihood	Risk High Low	rating: Medium	Proposed Timescale
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Travel, Access & Egress								
Travelling to work	Staff, visitors, contractors	<p>Sufficient parking restrictions to maintain social distancing measures in place.</p> <p>Workers will be instructed to use their own transport for work activities.</p> <p>Workers told to avoid public transport where applicable and using alternatives e.g. cycling, walking to work etc</p>	E	Minor	Possible	Low	February 21	RW Feb 21
Travel to school buildings	Staff, pupils, visitors (agreed only in advance)	Wherever possible private transport should be used to maintain isolation from the public when commuting to the school building.	E	Minor	Possible	Low		

		<p>If public transport or car sharing cannot be avoided, staff or pupils should be encouraged to follow current government advice in respect of “face coverings”.</p> <p>Parking restrictions (no parent vehicles) to maintain social distancing measures in place include agreed reverse parking to limit possible exiting of cars from the same side.</p> <p>Parents/carers are encouraged to adopt a ‘Park and Stride’ approach, dropping off pupils at an appropriate distance from the school.</p> <p>On arrival at the site, pupils and staff will sanitise and then thoroughly wash their hands at entrances for at least for 20 seconds immediately on entry to the workplace.</p> <p>Children are encouraged to avoid travelling to school on public transport, with walking and cycling being promoted where safe to do so.</p> <p>School transport will be available, but hand sanitising must take place before every journey.</p> <p>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 and the pupils.</p>						RW Feb 21
Driving at work	Staff, Contractors	Staff roles that are required to car share are considered and whether this could continue.	P	Negligible	Very Unlikely	Low	Feb 21	RW Feb 21
Entry and exit to building	Staff, visitors, contractors, pupils	<p>Entry and exits to the building/site will be planned and managed to support physical distancing within the building.</p> <p>Access and exit from the building involving signing in/out at the reception will be digitally managed. Visitors will ‘sign in’ using the QR code available at reception to access the digital Track and Trace form</p>	E	Moderate	Possible	Medium	June 2020 and ongoing	RW Feb 21

		<p>Pupils have been given identified entrances depending on location of the first classroom to maintain physical distancing from adults.</p> <p>If teachers are leaving during the course of the day, they will email the school to inform the admin team that they have left the building.</p> <p>External visitors will be actively discouraged. Parents will be encouraged to make contact by email / phone and not in person.</p> <p>Any essential visitors confined to strictly defined areas and unnecessary movements around the building avoided.</p> <p>All visits should be by pre-arranged appointment with the Head Teacher.</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>							RW Feb 21
Orientation/ Training	Staff, pupils, visitors (agreed only in advance)	<p>Staff, pupils and parents have been completed the following training-</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	Moderate	Possible	Medium			RW Feb 21

		<ul style="list-style-type: none"> • Prior to entering school transport • When arriving home 						
Maintaining 2m distancing	Staff, pupils, visitors (agreed only in advance)	<p>Social distancing while at work is maintained by continuing to limit social interactions by staggering start/finish times and lunchtime.</p> <p>The Community Lounge has been identified as the isolation area where pupils can wait until their parents appear to collect them through the Fire Exit.</p> <p>Timetable for break and lunch have been organised to reduce movement of pupils around the school as much as possible.</p> <p>Key Worker and Vulnerable Children will remain in the P4, P5 & P5/6 rooms of the blue unit.</p> <p>Social gathering amongst employees has been discouraged whilst at work. Staffroom altered and numbers limited to take account of social distancing and to provide a rest area for staff.</p> <p>Staff keep in touch through remote technology- Email, Google Meet, Teams & What's App.</p> <p>Supportive external agencies can now only attend 1 school but within limitations. Any visitors entering the school are sent a copy of this RA to read through before entering.</p> <p>Staff have been separated into teams to reduce contact between employees, e.g. non-teaching, primary teams and Nursery Teams</p> <p>Staff activities are segregated to promote 2 meters distance.</p> <p>A one-way flow system of keeping left when moving around corridors and stairs is implemented and visual aids,</p>	P	Moderate	Possible	Medium		RW Feb 21

		<p>such as floor markings, signage are used for maintaining two meters distance.</p> <p>Desks are arranged to maintain a minimum of 2 meters from each other, with staff facing in opposite directions where possible (e.g. Teachers workstation in class, school office).</p> <p>Thorough orientation and ongoing reminders will be given to staff to maintain 2m distancing where possible.</p> <p>Physical contact will be minimised and only take place where a risk assessment has been completed and appropriate PPE arrangements in place (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> <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 daily, for at least an hour where possible, to support social distancing and staff will plan for this.</p> <p>Social / activity gatherings amongst pupils have been restricted so that spaces / areas do not become crowded by limiting the size of pupil groups for the duration of the</p>						RW Feb 21
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		<p>school day. Large group activities such as assemblies, drama, etc. will not take place.</p> <p>All staff to monitor practice and alert SLT of any potential risks. This will trigger a review of this risk assessment .</p> <p>If a service user refuses to comply with ACC risk assessment, they will be asked to work from home. The number of learners/staff within each area is limited as appropriate with regard to the 2m distancing rule. Nursery, P1 & P2 follow the ELC guidance.</p> <p>SFL Staff who work with children in close contact will conduct the following steps;</p> <ul style="list-style-type: none"> - PPE will be worn. - Surfaces and touchpoints in SNUGs will be wiped down and cleaned between each group of children. - When pupils first enter the SNUGs they should wash their hands then sanitise before completing any task. - Pupils should wash their hands then sanitise before leaving the SNUG. - Any resources used, should be wiped down with the alcohol wipes. - Pupils should bring their own set of resources to the SNUG to limit sharing. - Textbooks/ reading books should be quarantined for 72 hours before another pupil uses them. 						RW Feb 21
Dining arrangements	Staff, pupils, visitors (agreed only in advance)	<p>Staff and pupils should bring their own snack etc</p> <p>Morning breaks and lunch breaks should be staggered to reduce the number of pupils queuing / congestion in the dining hall.</p>	P	Moderate	Possible	Medium		RW Feb 21

		<p>Any staff or pupils leaving the site must comply with social distancing guidelines for shops and takeaways.</p> <p>Any uneaten food / waste wrappers etc will be taken home, to help reduce the risk of infection spread.</p>						
Use of Toilets	Staff, pupils, visitors (agreed only in advance)	<p>Supervision of pupils at break times – maintenance of 2 m distancing between adults and pupils. Break times will be staggered to facilitate use.</p> <p>There will be a strong emphasis on hand washing after visiting the toilet, and hand washing may require to be supervised for younger children. All children will be encouraged to hand wash when returning to class.</p> <p>There will be a visual system in place for staff toilets too.</p>	P	Moderate	Unlikely	Medium		RW Feb 21
Employees / Service user becomes unwell	Staff, pupils, visitors (agreed only in advance)	<p>In line with procedures and guidance, only allow employees and service users in good health to be in the setting.</p> <p>If someone develops any of the symptoms:</p> <ul style="list-style-type: none"> • a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) • a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) • loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal <p>Follow current NHS guidance https://www.nhs.uk/conditions/coronavirus-covid-19/ All school staff will be asked to familiarise themselves with the local <u>Test, Trace, Isolate and Support Strategy</u>.</p>	P	Moderate	Possible	Medium		RW Feb 21

		<p>Follow procedures to remove from setting where someone becomes unwell.</p> <p>Staff Member</p> <ul style="list-style-type: none"> • Immediately leave the building and go directly home . Arrangements will be made for class cover. <p>Pupil</p> <ul style="list-style-type: none"> • Isolation area – Community Lounge • Emergency contact list accessible and up to date • Request for immediate collection by parents/carers • On collection, immediately leave the building through fire exit and go directly home • Facilities informed and appropriate cleaning carried out • If pupil was in classroom the class should be removed to the Gym Hall until the cleaning has been completed. 							RW Feb 21
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Cleaning and hygiene measures

Cleaning Frequency	Staff, visitors, contractors, pupils	The ongoing cleaning frequency is made sufficient enough such that cleaning can be undertaken daily and supplementary sanitisation by janitorial staff when site/building/premises is occupied.	P	Moderate	Possible	Medium	In place from 11th August and ongoing	RW Jan 21
Commonly touched surfaces	Staff, visitors, contractors, pupils	<p>All hand contact points cleaned at least twice throughout the day including, door handles, light switches, furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, toilets, canteen / food preparation areas.</p> <p>Where practical, curtains and blinds are removed to minimise the areas where viruses can be difficult or time consuming to remove.</p> <p>Blinds kept opened and locked if they cannot be removed.</p> <p>Rugs and mats are removed where safe to do so to make cleaning and disinfection of floors easier.</p> <p>Appropriate cleaning products are used during daily preventative clean regime.</p>	P	Moderate	Possible	Medium	In place from 11th August and ongoing	RW Feb 21

		<p>Staff avoid touching common pieces of equipment such as printers/scanners/faxes and use only dedicated work equipment on the workstations.</p> <p>Any shared equipment used must be wiped down after use. Wipes and signage to remind staff are available.</p> <p>Any use of common work equipment is restricted and managed.</p>							RW Feb 21
Use of cleaning products	Staff, visitors, contractors, pupils	<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</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 Feb 21
Housekeeping	Staff, Contractors, pupils	<p>Appropriate cleaning products are provided, so that staff can frequently clean their work stations during the day. Desks will be wiped twice a day using COVID spray and blue roll- break and lunch. Staff will wear PPE when they wipe.</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 Feb 21

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

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
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, visitors, contractors, pupils	Responsible person has carried out checks on your building in the following areas: Emergency lighting suitable, sufficient and maintained. Suitable number fire extinguishers available in required locations. Fire hoses available and operational (If installed). The sprinkler system including head's maintained (if fitted). Dry / wet risers inspected and maintained (if installed). Fire blankets available in required location. Fire alarm and detection system for the building tested, inspected and maintained. Means of escape clear. Fire doors provided and maintained in good working order. Building has suitable lightening conductors / protection. The fire risk assessment suitable & sufficient / current.	P	Extreme	Possible	Medium	August 2020	Checks completed by ACC Aug 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, 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		Checks completed by ACC Aug 2020
Ventilation	Staff, visitors, contractors, pupils	Natural ventilation is available in the workplace, e.g. windows or open doorways. The ACC Ventilation Flow Chart is available in each classroom area to guide staff to follow the correct procedures with regards to the temperature of the room/ correct air flow. If natural ventilation is insufficient, ventilators, fans or air conditioners provided to ensure a consistent flow of fresh air. Air exchange rate of the air handling system meet standard requirements for the occupants in the building. Ventilation systems have been adequately maintained and serviced.	E	Minor	Possible	Low		Checks completed by ACC Aug 2020

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment,	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

specific tasks 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 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	Checks completed by ACC Aug 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
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, visitors, contractors, pupils	Tanks, taps and shower outlets inspected and maintained. 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	P	Major	Possible	Medium	August 2020	Checks completed by ACC Aug 2020
Drinking water	Staff, visitors, contractors, pupils	Drinking water facilities safe for use i.e. provided at refreshing temperatures (not warm).	P	Moderate	Possible	Medium	August 2020	Checks completed by

		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.						ACC 2020	Aug
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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.							
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	Checks completed by ACC Aug 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 All fixed guards on machinery in place, secure and well maintained. The safety devices and controls e.g. emergency stops, light guards etc been checked to ensure safe operation. Defective equipment been taken out of service awaiting repair. Enough space is available for personnel to undertake their tasks safely and comfortably. Personnel have the appropriate competences and/or trained to use machines/work equipment.	E	Major	Possible	Medium		Checks completed by ACC Aug 2020	

Signed:	Rebecca Watt	Assessment Date:	Further action required:	Action Review Date(s):
Name:	Rebecca Watt	16.02.2021	Y- Ongoing	Weekly 11th Jan 21
				Next Review Date:26.2.21

Action Plan

Point Ref	Details of Corrective Action Required	Timescale	Responsible Person	Closed Out
A2	Risk assessment for staff with self-declared health condition to be and agreed with Trade Unions	June 2020	CJ/ P&O	Aug 2020
A1	Risk assessment for staff with self-declared health condition to be undertaken with all relevant staff	June 2020	Line managers/H& S	June 2020 Updated Oct 2020
A3	Tracking system to be developed and maintained for vulnerable staff	June 2020	CJ//P&O/line managers	Ongoing
A5c	Guidance on school building arrangements for each building to be created and circulated as appropriate	June 2020	HTs /Corporate Landlord	Aug 2020
A5-A9	Staff training around handwashing, PPE, social distancing and one-way systems to be developed and completed by all staff	June 2020	HTs/PPE working group/Corpor ate Landlord	Aug 2020
B6/B7	Contractor and visitor to schools protocol and policy to be updated and shared with all schools	June 2020	Corporate Landlord	June 2020
B8	Co-ordinated procurement of PPE including hand sanitiser and cleaning materials	June 2020	FL/H&S	Aug 2020
C	Soft furnishings/blinds/mats etc to be removed where safe to do so	August 2020	HTs /Corporate Landlord	June 2020
C1	Each school building to be deep cleaned before staff and/or pupils return	June 2020	Facilities	June 2020
C2-4	Cleaning guidance issued to all schools	June 2020	Facilities	June 2020

C8	Provision of appropriate cleaning products and usage instruction to school staff	June 2020	Facilities	Aug 2020
D1-6	All required building related safety inspections undertaken and completed	August 2020	Corporate Landlord	Aug 2020

Additional Comments	
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	Signed: <u>Rebecca Watt</u> Date: <u>16th February 2021</u>
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