

COVID-19 Health & Safety Inspection Checklist

This inspection checklist below 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, Loirston Avenue, Cove, ABERDEEN CITY
Service manager: Chief Education Officer
Inspection Undertaken by: Head Teacher- Rebecca Watt
Approved by: Caroline Johnstone- Quality Improvement Manager

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 regularly.
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 at high risk.

4	Where practicable will staff still be allowed to work from home/remotely.	Y	Green	All staff have been back in the building from April 2021. National guidance is followed.
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 when possible. Classrooms are arranged so that staff can maintain 2 m distancing as best they can in P3-7.</p> <p>Teacher / staff/ pupil workstations are wiped down twice a day and between each use by different individuals, hand washing facilities / hand sanitiser available.</p> <p>Pupils assigned to specific class groups (where possible) for the duration of the school day and large gatherings will be avoided e.g. assembly. Needs of individual pupils will be taken into consideration on an individual basis. Targeted support groups will continue however there will be strict mitigations in place when bubbles are mixed and all bubbles will remain 2m apart at all times.</p> <p>Face masks will be worn by all staff at all times.</p> <p>Individual Risk assessments/ Pupil Centred Risk Assessments are in place for children with additional support needs who may struggle to comply with COVID rules and regulations.</p> <p>Staffroom allows for social distancing of adults. Staff are advised to bring their own food and drinks.</p> <p>All staff are encouraged to take part in lateral flow testing twice a week. Test kits are ordered and provided to staff by KH (DHT).</p>
5a	Are you able to segregate staff's activities to promote 2 metres distance where possible?	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>

6	Have staff been trained / notified before returning to work on any new procedures.	Y	Green	<p>New risk assessment has been shared with all staff , staff are asked to sign training record to confirm they have read the document. The RA is sent to any relief staff or visitors who will enter the school.</p> <ul style="list-style-type: none"> - Handwashing posters around school. - PPE donning and doffing completed with staff. Reminders are sent in - emails. - Social Distancing 2m where possible. <p>Staff are regularly informed of updates to RA and new procedures by email or virtual staff meetings.</p>
7	Have staff been instructed on how to hand wash effectively, for the suggested duration and maintain good hygiene practices.	Y	Green	<p>As above Signage (hand washing posters) will be available at all hand wash stations for staff and pupils. Regular H&S walks by HT & Health & Safety Rep will ensure that the correct signage is up at all times.</p>
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	<p>Staff are familiar with Test and Protect procedures and are regularly reminded by SLT in comms. Reissued within Risk assessment and PPE Guidance during staff training. If anyone is displaying symptoms they should inform SLT and make their way to the isolation area (New Teacher Room) or leave the building. Personal belongings will be taken by another member of staff to the door of the waiting area. Reminders of procedures are sent regularly through emails and What's App group.</p>
10	Have staff been instructed to minimise business related travel and use video chat as an alternative method of maintaining contact with colleagues, suppliers and customers.	Y	Amber	<p>Meetings with professionals out-with school and parents/ carers will take place remotely or by telephone unless a young person's needs require face- face support. 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 a well ventilated area of the school with enough space for safe social distancing.</p>

B: Travel, Access & Egress – Consider how your employees will travel to work, travel for work, access and exit work safely.				
No	Issues	Y/N/NA	Rating R/A/G	Comments
1	Are you able to implement sufficient parking restrictions to maintain social distancing measures, where car use is required to perform a role?	Y	Green	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 are 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	Amber	Staff needing to use public transport are advised to wear masks. Extra cycle racks are available at 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. Classes containing fire exit doors will make use of these. All classes except the P3 children will enter through their own door.
6	Has access to the building/site been restricted to visitors and contractors etc.	Y	Amber	<p>All visitors enter the school through pre-arranged appointments only – all protocols to be observed.</p> <p>A COVID information sheet will be given to each person that visits the school.</p> <p>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 the rest of the building and contractors use separate entrances etc.</p> <p>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 a telephone/ Teams appointment in advance.</p> <p>Signage will be displayed at school visitor entrances to explain that visitors are encouraged to call the school rather than ente. It provides 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>

				<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>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 unless essential. If they need to speak to a member of school staff, they should telephone or email in the normal way.</p> <p>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 be encouraged to safely wait in the school foyer or outside.</p> <p>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 (Sarah Lillie PSA).</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,</p>

				<p>and after going to the toilet. Children and staff will be reminded to 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.</p> <p>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. Signage (posters) are displayed around the school and checked regularly by HT/Janitor as part of the H&S walk.
10	Are the signs displayed reviewed and replaced as necessary?	Y	Green	Regular checks 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 & COVID spray are available in each room in the school for wiping down equipment or resources. In ELC staff will clean resources regularly. b
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 have been 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	Completed
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. PPE Cupboard is open everyday from 8-9am to allow staff to get supplies for their area. PSAs will check communal areas.

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.
2	Ventilation / Humidity / Lighting & Heating.	Y	Green	Corporate landlord will confirm to individual head teachers when all checks up to date.
3	Gas Installations.	Y	Green	Corporate landlord will confirm to individual head teachers when all checks up to date.
4	Legionella Controls.	Y	Green	Corporate landlord will confirm to individual head teachers when all checks up to date.
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.
6	Lift Statutory Inspections.	N/A	Choose an item.	N/A

Signed: Rebecca Watt

Date: 6th January 2022

COVID-19 Health & Safety Risk Assessments

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 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> <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>	E	Moderate	Possible	Medium	January 2022	RW January 2022

Psychological wellbeing Continued		<p>Staff Wellbeing Group will be set up to support staff. Weekly anonymous wellbeing checks will be sent out to all staff.</p> <p>Employees are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc) through staff emails regularly.</p>						RW Jan 22
Psychological wellbeing	Pupils	<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- Rebecca Watt</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 Jan 22
Virus transmission in the workplace	Staff, visitors, contractors, pupils	<p>Track and Trace QR Code is set up in the reception area, all visitors including supply staff, must complete the form.</p> <p>To further reduce transition, from January, the use of groups will be maintained indoors (class bubbles). Large gatherings will be avoided e.g. assembly. Needs of individual pupils will be taken into consideration on an individual basis. Targeted support groups will continue however there will be strict mitigations in place when bubbles are mixed and all bubbles will remain 2m apart at all times.</p> <p>Any member of staff/ pupil who develops symptoms of Covid-19, should remain at home, inform the HT or member of SLT immediately (staff only) and book a PCR test.</p>	E	Moderate	Possible	Medium	January 2022	RW Jan 22

<p>Virus transmission in the workplace – Continued</p>	<p>Staff, visitors, contractors, pupils</p>	<p>If a member of staff/ pupil has been identified as a close contact, they should follow government advice and book a PCR test.</p> <p>If a member of staff/ pupil takes a lateral flow test and it shows a negative result, they should record their results with the NHS, inform the HT then self-isolate immediately for 10 days. They may return to school after 7 days if they produce a negative lateral flow test on days 6 & 7.</p> <p>Staff are encouraged to take part in lateral flow testing twice a week (Wednesday and Sunday). Results are recorded with the NHS. Any positive lateral flow tests from staff are to be reported to the HT immediately then a PCR test should be booked through the government website. https://www.gov.uk/get-coronavirus-test</p> <p>From 17th December, schools should ask parents if their child has tested positive from Covid-19 and parents will be reminded to inform the school if they have a positive test. Contact tracers will also remind parents to inform the school if there is a positive case in their family.</p> <p>Once the school has been informed of a positive case, a 'low risk' letter will be sent home to the class who are deemed as 'close contacts'.</p> <p>Staff activities are segregated to promote 2 metres 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>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>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. https://aberdeencitycouncil0365.sharepoint.com/sites/Network-EducationAberdeen/SitePages/PPE-Guidance-(2)-Update.aspx</p>						<p>RW Jan 22</p>
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<p>Virus transmission in the workplace – Continued</p>	<p>Staff, visitors, contractors, pupils</p>	<p>All Parents are advised to wear masks when dropping off and picking children up from school, maintaining 2m from each other at all times..</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>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>Only 7 members of staff are allowed in the staff room at once. Staff have been encouraged to eat in their Unit where possible. The Kitchen/ Music room has been set up with chairs so staff can have lunch there too.</p> <p>Staff discouraged from hand shaking and general close personal greetings.</p> <p>Parents are reminded of updated RA and mitigations in place through regular newsletters.</p>						<p>RW Jan 22</p>
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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/ parents should be aware of COVID-19 symptoms and regular reminders are sent out in emails and newsletters.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</p> <p>Parents are 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>Peripatetic and supply staff should work in no more than 3 settings over the week.</p>	E	Moderate	Possible	Medium	January 22	RW Jan 22
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Hazard	At Risk	Control Measures	Probability Worst Case Outcome						
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk High Low	rating: Medium	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.							
Travel, Access & Egress									
Travel to school buildings	Staff, pupils, visitors (agreed only in advance)	<p>Workers will be instructed to use their own transport for work activities.</p> <p>Workers reminded to wear a face covering if using public transport, where applicable, using alternatives e.g. cycling, walking to work etc</p> <p>If public transport or car sharing cannot be avoided, staff or pupils should be encouraged to follow current government advice in respect of "face coverings".</p> <p>Parking restrictions (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>Walking and cycling being promoted where safe to do so.</p> <p>For pupils using bicycles, bike racks will be available, but any adults (e.g. non teaching staff) supervising / supporting pupils</p>	E	Minor	Possible	Low	January 22	RW Jan 22	

		will need to maintain 2 m distancing between each other and the pupils.						
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	January 22	RW Jan 22
Entry and exit to building	Staff, visitors, contractors, pupils	<p>Entry and exits to the building/site are 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> <p>Pupils have been given identified entrances depending on location of the first classroom to maintain physical distancing from adults.</p> <p>Parents will be encouraged to make contact by email / phone and not in person where possible.</p> <p>All visits should be pre-arranged.</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>	E	Moderate	Possible	Medium	June 2020 and ongoing	RW Jan 22

Orientation/ Training	Staff, pupils, visitors (agreed only in advance)	<p>Staff & pupils have 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>All will take responsibility for challenging those not following guidance.</p>	P	Moderate	Possible	Medium		RW Ongoing Aug 21
Personal Hygiene	Staff, pupils, visitors (agreed only in advance)	<p>Staff will follow good infection control guidance (Infection Prevention and Control in Childcare Settings (Day Care and Childminding Settings)).</p> <p>Handwashing procedure posters are displayed in areas where handwashing takes place.</p> <p>All pupils and staff will sanitise as they enter the school then go straight to wash hands on entering setting. Handwashing will be built into daily routine.</p> <p>Employees or service users who suffer dry skin/dermatitis will carry their own hand cream.</p> <p>Where tissues are used they will be binned immediately, then hands will be washed. Bins have been placed around the school.</p> <p>All will be encouraged and reminded to avoid touching eyes, nose and mouth with unwashed hands and to cough directly to crook of elbow.</p>	P	Moderate	Unlikely	Medium		RW Jan 22

		<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 • Prior to entering school transport • When arriving home 							RW Jan 22
Maintaining 2m distancing	Staff, pupils, visitors (agreed only in advance)	<p>Social distancing while at work is maintained by continuing to limit social interactions.</p> <p>The Teaching Room adjacent to the Office has been identified as the isolation area where pupils can wait until their parents appear to collect them through the main entrance.</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. The Music Room has been set up as a 2nd staffroom.</p> <p>Staff keep in touch through remote technology- Email, Google Meet, Teams & What's App.</p> <p>Any external visitors to the school will be sent a copy of this risk assessment to read before entering the building.</p>	P	Moderate	Possible	Medium			RW Jan 22

		<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, such as floor markings, signage are used for maintaining two meters distance.</p> <p>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>Items that come into contact with your mouth such as cups & bottles will not be shared.</p> <p>Resources will be regularly wiped down between use with wipes provided.</p> <p>The outdoor areas will be used daily, for at least an hour where possible with all classes, 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 school day. Large group activities such as assemblies, drama, etc. will not take place.</p>						RW Jan 22
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		<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 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. - Resources used should be regularly cleaned with the alcohol wipes. 							RW Jan 22
Dining arrangements	Staff, pupils, visitors (agreed only in advance)	<p>Staff and pupils should bring their own snack etc</p> <p>Lunch rota is in place to ensure children are spread out. Classes sit at the same table each day in the lunch hall. Children will take jackets to Gym Hall so they can head outside once they have finished their lunch.</p> <p>Class bubbles should remain together as they enter and leave the Gym Hall for lunch.</p> <p>Any staff or pupils leaving the site must comply with social distancing guidelines for shops and takeaways.</p>	P	Moderate	Possible	Medium			RW Jan 22

Use of Toilets	Staff, pupils, visitors (agreed only in advance)	<p>Supervision of pupils at break times – maintenance of 2 m distancing between adults.</p> <p>2 pupils in the toilets at a time. A cubicle will be closed off where necessary.</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 Janu 22
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>Follow procedures to remove from setting where someone becomes unwell.</p>	P	Moderate	Possible	Medium		RW Jan 22

		<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 –Teacher Room Emergency contact list accessible and up to date Request for immediate collection by parents/carers On collection, immediately leave the building through the front door and go directly home Facilities will be informed and appropriate cleaning carried out If pupil was in a classroom the class should be removed to the Gym Hall until the cleaning has been completed. 						
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		RW Jan 22
Commonly touched surfaces	Staff, visitors, contractors, pupils	<p>All hand contact points are 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 open if they cannot be removed.</p> <p>Appropriate cleaning products are used during daily preventative clean regime.</p> <p>Staff to wipe common pieces of equipment such as printers/scanners/faxes and use only dedicated work equipment on the workstations after use.</p>	P	Moderate	Possible	Medium		RW Jan 22

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 August and ongoing	RW Jan 22
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 August and ongoing	RW Jan 22

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 lightning conductors / protection. The fire risk assessment suitable & sufficient / current.	P	Extreme	Possible	Medium	August 2020	Checks completed by ACC Aug 2021

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
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 2021
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. Co2 monitors are used in each class at least once a week. Any readings that are below 1700ppm will be reported to the authority.	E	Minor	Possible	Low		Checks completed by ACC Aug 2021

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
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 2021

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
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 2021
Drinking water			P	Moderate	Possible	Medium	August 2020	

	Staff, visitors, contractors, pupils	Drinking water facilities safe for use i.e. provided at refreshing temperatures (not warm). 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.						Checks completed by ACC Aug 2021
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HAZARD		AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME				
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Statutory Inspections	Staff, visitors, 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 2021
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.	E	Major	Possible	Medium		Checks completed by ACC Aug 2021

	Staff, visitors, contractors	Personnel have the appropriate competences and/or trained to use machines/work equipment.					
Signed:	Rebecca Watt	Assessment Date:	Further action required:	Action Review Date(s): Weekly			
Name:	Rebecca Watt	6th January .2022	Y- Ongoing	Next Review Date: April 2021 or with next guidance update			

Action Plan

Point Ref	Details of Corrective Action Required	Timescale	Responsible Person	Closed Out
A1	Risk assessment for staff with self-declared health condition to be undertaken with all relevant staff	Oct 21	Line managers/H&S	
B8	Co-ordinated procurement of PPE including hand sanitiser and cleaning materials	June 2021	FL/H&S	Ongoing
D1-6	All required building related safety inspections undertaken and completed	August 2021	Corporate Landlord	Aug 2021
Additional Comments				
	Signed: <u>Rebecca Watt</u>		Date: <u>6th January 2022</u>	