



Braehead School

Covid -19

School Recovery Plan

Risk Assessment

August 2020



This document is a key component of ensuring the health and safety of our staff and pupils. It is essential that all staff read and engage with it carefully before we return to our school building.

Please feel free to discuss or ask for further clarification on any aspect of the document with the Head Teacher.

This is a live document and will be subject to continuous update and change. These changes will be communicated to all staff to ensure everyone has the knowledge required to work safely.

COVID-19 Health & Safety Inspection Checklist

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

Service area: Integrated Children and Family Services
Site Address: Braehead School, Braehead Way, Bridge of Don, Aberdeen
Service manager: Chief Education Officer
Inspection Undertaken by: Diane Duncan ~ Head Teacher
Approved by: Caroline Duguid

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	Amber	More staff may still come with health declarations A template for an individual worker's risk assessment is provided at the end of this document.
2.	Have you engaged with Trade Unions and staff during the reinstatement of the work process and in the drafting of this risk assessment to consider work processes and required controls?	Y	Green	Risk assessment to be agreed with TUs and in line with SG guidance
3.	Are you tracking people who have been identified as high risk/are shielding.	Y	Amber	Core HR Workforce planning Group to establish City overview and process to manage and maintain This needs continual review as circumstances may change.

4.	Where practicable will staff still be allowed to work from home/remotely.	Y	Amber	Ongoing review
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 (e.g. staff workstation 2m from nearest pupil desks). Teacher / staff workstations will be wiped down between each use by different individuals, hand washing facilities / hand sanitiser available.</p> <p>Pupils assigned to learn within specific groups (where possible) for the duration of the school day to avoid large gatherings / groups and spaces / areas becoming crowded.</p> <p>However, this may be compromised by 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.</p> <p>PPE provided for any members of staff who require to come into close contact (within 2 m of a pupil (e.g. for additional support needs, first aid, etc.).</p> <p>Staffroom altered and numbers limited to take account of social distancing. Staff will need 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 5. above,
5b	Are you able to limit the amount of contact staff have with each other to 15 minutes or less	Y	Amber	See 5. above
5c	Are you able to implement a one way flow system and provide visual aids (e.g. distancing markers, signage, flow system markers) for maintaining two metres distance.	N/A	Amber	We will operate a keep left system which will be monitored by adults in the school along with appropriate signage.
6.	Have staff been trained / notified before returning to work on any new procedures.	Y	Amber	<p>Handwashing</p> <p>PPE</p> <p>Social Distancing</p> <p>Keep left systems</p> <p>Training to be completed by all staff before opening</p>
7.	Have staff been instructed on how to hand wash effectively, for the suggested duration and maintain good hygiene practices.	Y	Amber	<p>As above</p> <p>Ensure signage is available at all hand wash stations</p>
8.	Have staff been instructed on social distancing where practicable while at work.	Y	Amber	See 5. Above.
9.	Have staff been trained on what to do if they are experiencing COVID-19 symptoms.	Y	Amber	Reissued within Risk assessment and PPE Guidance during staff training

10.	Have staff been instructed to minimise business related travel and use video chat as an alternative method of maintaining contact with colleagues, suppliers and customers.	Y	Amber	Staff movement between schools should be kept to an absolute minimum (e.g. temporary/supply/ peripatetic staff, etc.) This would also include attendance at school of psychologists, nurses, social workers, etc. being kept to minimum.
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B: Travel, Access & Egress – Consider how your employees will travel to work, travel for work, access and exit work safely.

No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Are you able to implement sufficient parking restrictions to maintain social distancing measures, where car use is required to perform a role?	Y	Amber	Reminder to HSLO if return to normal duties are implemented
2.	Are workers required to use either their own vehicle or company vehicle to travel to their task?	N	Green	Our school has ample car parking for staff. A one-way system and reverse parking are already in place.
3.	Are workers avoiding public transport where applicable and using alternatives (e.g. cycling, walking to work etc).	Y	Green	Where possible
4.	Have you considered staff that are required to vehicle share for their role and whether this could continue?	Y	Red	Members of teaching staff car share to get to work – this is preferable over public transport. If staff require to car share for attending work, Scottish Government Guidance should be followed in relation to the use of face coverings.
5.	Has the entry and exits to the building/site been limited to the minimum number of points required.	Y	Green	Staff access via front door, but will arrive/depart at staggered times. All pupils will enter/exit via their classroom doors or fire exit doors around the building.
6.	Has access to the building/site been restricted to visitors and contractors etc.	Y	Amber	Essential personnel by prior arrangement only – all protocols to be observed – Robertson Staff to monitor. Emergency contractors, as above and when learners are not in attendance where possible. For ongoing planned construction works Robertsons will work with contractors to ensure appropriate mitigation is in place such as sites physically separated from rest of building and contractors use separate entrances etc. Other essential visitors only where the impact of non attendance would cause further harm (e.g. essential maintenance contractors, Educational Psychologist)
7.	Is it practicable to confine visitors to strictly defined areas and avoid unnecessary movements around the building?	Y	Green	Essential maintenance teams will require access across the building. All education essential visitors will use the meeting room only. No other access across the building.

				<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 sign in/out and leave contact details (reception staff/school administrator to take visitor details for Test and Protect purposes and to reduce risk of virus transmission).</p> <p>Where it is essential that a visitor attend the school, such as a parent / carer collecting an unwell child, the parent will not be admitted to the school foyer and can collect their child from the school front door.</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.	N	Red	Procurement of Hand Sanitiser and Cleaning materials are in every classroom area, staff room, photocopier room and entrances.
9.	Is advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and where people congregate.	N	Amber	Hand washing signs displayed throughout the building. Hand sanitiser to be used at all entrances. This needs to be audited and updated.
10.	Are the signs displayed reviewed and replaced as necessary?	N	Amber	Weekly check to be added to risk assessment for signage. PT to replace signage where necessary.

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

No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Have you completed a clean of the property / site before returning.	Y	Green	Robertson FM onsite team have the building cleaned and ready for the start of term. All spare furniture is being stored in cloakrooms and Library.
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.
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	In addition to the answer in 2 above, discussion is ongoing at the School Readiness for Reopening Group to determine who will clean IT equipment, toys and other resources. Items which cannot be effectively disinfected between uses will be temporarily taken out of use.
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	We do not have curtains. All blinds can be rolled up and kept open.
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	Amber	Robertson FM staff have removed all soft furnishings, rugs and mats. They are stored in the Library.
8	Have staff been provided with appropriate cleaning products so that they can frequently clean their work stations during the day.	Y	Green	Robertson FM have agreed to provide all rooms with products to allow staff to clean as and when required. Products to be ordered by individual schools. Facilities Management to assist in storing and replenishing appropriate cleaning materials.

D: Building Safety – Responsible Person Checks – Consider how you ensure your building remains safe for all employees and visitors.

Guidance on a suitable inspection can be [found here](#).

No	Issues	Y/N/NA	Rating R/A/G	Comments
	Has your responsible person carried out checks on your building in the following areas:			
1.	Fire Safety Systems / Emergency Lighting.	Y	Green	Robertson FM have confirmed that Braehead School is fully compliant in all aspects of inspection and servicing in both statutory and non-statutory

<p>Psychological wellbeing – Continued</p>	<p>Staff</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>Managers 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> <p>Undertake a review of your stress risk assessment to reflect new working arrangements. Where you have made significant adjustments to employee's working practices, a review must be undertaken.</p> <p>Employees are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc) through line managers.</p>						
<p>Virus transmission in the workplace</p>	<p>Staff, visitors, contractors , pupils</p>	<p>Specific individual worker risk assessment (appendix A) has been undertaken for those who have a self-declared health condition which could increase their risk profile.</p> <p>The inspection checklist above has been undertaken to identify the control measures to consider reducing the risk of workplace infections and as part of a proactive monitoring regime and checking that preventative and protective control measures are implemented in line with current health and safety general duties.</p> <p>Staff are requested to work remotely where possible and for the foreseeable future (provided it does not interfere with workload commitments).</p>	<p>P</p>	<p>Extreme</p>	<p>Possible</p>	<p>High</p>	<p>June 2020</p>	

<p>Virus transmission in the workplace – Continued</p>	<p>Staff, visitors, contractors , pupils</p>	<p>Staff requested to keep in touch through remote technology such as phone, internet and social media.</p> <p>Staff have been separated into three departments to reduce contact between employees.</p> <p><u>PPE</u> is considered for work processes where close contact is required.</p> <p>Adequate training has been made on what PPE is required (i.e. gloves, masks, aprons, Filtering Face Pieces (P3), goggles, the correct donning/doffing of PPE and face fit testing.</p> <p><u>ACC quick guides</u> for correct donning and doffing of PPE for <u>non-AGPs</u>, as well as for <u>AGPs</u>. 19 has been utilised for examples in best practice for putting on and taking off (donning and doffing).</p> <p>The Scottish Government and Health Protection Scotland response page is monitored regularly for latest details on guidance and advice.</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>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>E</p>	<p>Extreme</p>	<p>Possible</p>	<p>High</p>	<p>May 2020</p>	
<p>Someone entering the workplace with COVID-19</p>	<p>Staff, visitors, contractors , pupils</p>	<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>P P</p>	<p>Extreme</p>	<p>Possible</p>	<p>Medium</p>	<p>June 2020 and ongoing</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> <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>						
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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.						
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>	P	Moderate	Possible	Medium	June 2020	

		<p>On arrival at the site, pupils and staff will thoroughly wash their hands at entrances for at least for 20 seconds or use hand sanitiser gel 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>						
Driving at work	Staff, Contractors	Staff roles that are required to car share are considered and whether this could continue.	P	Extreme	Likely	High	August 2020	
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 a building involving signing in/out at reception digitally managed, any touchscreen technology avoided.</p> <p>External visitors will be actively discouraged. Parents will be encouraged to make contact by email / phone and not in person. Any essential visitors confined to strictly defined areas and unnecessary movements around the building avoided.</p> <p>Hand sanitiser pump action containers are available in every work area and on main travel routes through the building/site including access and egress areas</p> <p>Advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and where people congregate.</p> <p>Signs displayed reviewed and replaced as necessary.</p>	P	Major	Possible	Medium	June 2020	

<p>Orientation/ Training</p> <p>Orientation/ Training (continued)</p>	<p>Staff, pupils, visitors (agreed only in advance)</p> <p>Staff, pupils, visitors (agreed only in advance)</p>	<p>Staff, pupils and parents have been provided with the School Recovery Contingency Plan which details issues such as the following: <u>Prior to August 11th (on in-service day 10th August)</u> All staff will complete health and safety orientation:</p> <ul style="list-style-type: none"> ● Social distancing and one-way system plans ● Handwashing training ● PPE Training ● Updated First Aid Training (for relevant staff) ● Updated Fire Evacuation Procedures (The latest Guidance on these measures can be found by clicking the following link Social Distancing Guidelines). <p><u>On first day of school entry</u></p> <p>Pupils will complete an induction including health & safety orientations, which will address:</p> <ul style="list-style-type: none"> ● Social distancing and one-way system plans for staff/other adults ● Handwashing training <p>All will take responsibility for challenging those not following guidance.</p>	<p>P</p>	<p>Major</p>	<p>Likely</p>	<p>High</p>	<p>August 2020</p>	
<p>Personal Hygiene</p> <p>Personal Hygiene (continued)</p>	<p>Staff, pupils, visitors (agreed only in advance)</p> <p>Staff, pupils, visitors (agreed</p>	<p>Staff will follow good infection control guidance (Infection Prevention and Control in Childcare Settings (Day Care and Childminding Settings)).</p> <p>Handwashing procedure posters are displayed in areas where handwashing takes place.</p> <p>All pupils and staff will wash hands before entering setting and build handwashing into daily routine</p> <p>Where hand washing facilities are limited, hand sanitiser will be provided. Classrooms and work areas which do not have a sink will have a supply of hand sanitiser.</p> <p>Employees or service users who suffer dry skin/dermatitis will carry their own hand cream.</p>	<p>P</p>	<p>Extreme</p>	<p>Possible</p>	<p>High</p>	<p>June 2020</p>	

	only in advance)	<p>Where tissues are used they will be binned immediately, then hands will be washed.</p> <p>All will be encouraged and reminded to avoid touching eyes, nose and mouth with unwashed hands and to cough directly to crook of elbow.</p> <p>Staff/service users will be encouraged to tie back long hair where appropriate and change clothes daily .</p> <p>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 						
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>Identify an isolation area where pupils can wait and a process for them to be moved to outside to meet parents to be taken home</p> <p>Timetable organised to reduce movement of pupils around the school as much as possible.</p> <p>Social gathering amongst employees have 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>	E	Extreme	Likely	High	August 2020	

<p>Maintaining 2m distancing (continued)</p>	<p>Staff, pupils, visitors (agreed only in advance)</p>	<p>Staff requested to keep in touch through remote technology such as phone, internet and social media. This would include attendance at school of psychologists, nurses, social workers, etc. being kept to an absolute minimum. The use of remote technology (digital/virtual meetings) methods, meetings in outdoor settings (where possible) to support children should be used initially.</p> <p>Staff have been separated into 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>Staff face to face contact has been limited with each other to 15 minutes or less.</p> <p>A one-way flow system of keeping left when moving around corridors and stairs is implemented and visual aids, such as floor strips, 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>						
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Maintaining 2m distancing (continued)	Staff, pupils, visitors (agreed only in advance)	<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. Individual learners will be provided with one use resource where practical and where not, these will be wiped down between use with wipes provided.</p> <p>The outdoor areas will be used regularly, where possible, to support social distancing and staff will plan for this.</p> <p>Social / activity gatherings amongst pupils have been restricted so that spaces / areas do not become crowded by limiting the size of pupil groups for the duration of the school day. Large group activities such as assemblies, drama, etc. will not take place.</p> <p>All staff to monitor practice and alert SLT of any potential risks. This will trigger a review of this risk assessment</p> <p>If a service user refuses to comply with ACC risk assessment, they will be asked to work from home.</p>						
Dining arrangements	Staff, pupils, visitors (agreed only in advance)	<p>Staff and pupils should bring their own snack etc for morning interval if required and packed lunch for the first week. The provision of free school meal vouchers will continue until 14 August.</p> <p>For week commencing Monday 17th August, packed lunch service will be provided. Further discussions will be required on a site by site basis as to how service will be delivered and from where.</p> <p>For week commencing Monday 24th August, return to full service. Again further discussions will be required on a site by site basis to determine exactly how service will be provided.</p>	P	Extreme	Possible	High	August 2020	
Dining arrangements (continued)	Staff, pupils, visitors (agreed only in advance)							

		<p>Morning breaks and lunch breaks should be staggered to reduce number of pupils queuing / congestion in the dinning hall.</p> <p>All pupils must remain on site for lunch in order to limit their contact with others out with the school -These arrangements will be reviewed as restrictions are reviewed.</p> <p>Early Years dining will be within the setting area to ensure that children can remain within the space and rolling snack offered to limit numbers in kitchen / dining areas</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>Break times will be staggered. Supervision of pupils at break times – maintenance of 2 m distancing between adults and pupils.</p> <p>Break / lunch times will be staggered.</p> <p>There will be a strong emphasis on hand washing after visiting the toilet, and hand washing may require to be supervised for younger children. All children will be encouraged to hand wash when return to class too.</p> <p>There will be a visual system in place for staff toilets too.</p>	P	Extreme	Possible	High	August 2020	
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) 	P	Extreme	Possible	High	August 2020	

<p>Employees / Service user becomes unwell (continued)</p>	<p>Staff, pupils, visitors (agreed only in advance)</p>	<ul style="list-style-type: none"> ● 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 Test, Trace, Isolate and Support Strategy.</p> <p>Follow procedures to remove from setting where someone becomes unwell.</p> <p>Employee</p> <ul style="list-style-type: none"> ● Immediately leave the building and go directly home . Arrangements will be made for class cover. <p>Service User</p> <ul style="list-style-type: none"> ● Isolation area within the building identified (e.g. meeting room) in case of any individuals who present as unwell during the session (consider near entrance). ● Emergency contact list accessible and up to date ● Request for immediate collection by parents/carers ● On collection, immediately leave the building and go directly home ● Facilities informed and deep clean carried out 						
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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
Cleaning and hygiene measures								
Environmental Cleaning	Staff, visitors,	A deep clean of the property / site before returning is performed if required.	P	Minor	Possible	Low	05/06/20	

	contractors , pupils							
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	
Commonly touched surfaces	Staff, visitors, contractors , pupils	All hand contact points cleaned on a frequent basis throughout the day including, door handles, light switches, furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, toilets, canteen / food preparation areas. Blinds kept opened and locked if they cannot be removed. Rugs and mats are removed where safe to do so to make cleaning and disinfection of floors easier. Appropriate cleaning products are used during daily preventative clean regime. Staff avoid touching common pieces of equipment such as printers/scanners/faxes and use only dedicated work equipment on the workstations. If staff do have to use common equipment like printers, they should to disinfect it with anti bacterial wipe after each use. Social distancing to be adhered to when using common equipment in resource rooms.”	P	Moderate	Possible	Medium	In place from 11th August and ongoing	
Commonly touched surfaces (continued)	Staff, visitors, contractors , pupils	Any use of common work equipment is restricted and managed. This includes teaching and play resources such as toys, books, etc. the sharing of which should be minimised. Smaller pupil group sizes are recommended.						
Use of cleaning products	Staff, visitors, contractors , pupils	Persons undertaking the cleaning been instructed with clear safe usage instructions. The relevant Safety Data Sheet and COSHH assessment is provided for the substances in use Correct PPE is provided for the use of cleaning materials	P	Moderate	Possible	Medium	In place from 11th August and ongoing	
Housekeeping	Staff, Contractors, pupils	Appropriate cleaning products are provided, so that staff can frequently clean their work stations during the day. Staff provided with waste bins lined with a plastic bag so that they can be emptied without contacting the contents.	P	Moderate	Possible	Medium	In place from 11th August and ongoing	

		Staff are instructed that the emptying of bins and wastepaper baskets should be followed by hand washing.						
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Work must continue alongside COVID-19 and you still have a duty to ensure a safe place of work for your staff, visitors etc. If you're intending to bring your staff back to your workplace and your workplace has been sat idle, we would suggest giving some consideration to the following topics:

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Fire Safety Systems / Emergency Lighting - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Fire, heat, burns, smoke inhalation	Staff, 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.	P	Extreme	Possible	Medium	August 2020	

		Building has suitable lightening conductors / protection. The fire risk assessment suitable & sufficient / current.						
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HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Ventilation / Humidity / Lighting & Heating Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Temperature/ Humidity	Staff, visitors, contractors, pupils	Workplace temperatures are not too hot or too cold (at least 17 degrees Celsius). Measures can be taken to control temperature extremes and/or humidity levels such as through computerised EHAV system.	E	Minor	Possible	Low		
Ventilation	Staff, visitors, contractors, pupils	Natural ventilation is available in the workplace, e.g. windows or open doorways. If natural ventilation is insufficient, ventilators, fans or air conditioners provided to ensure a consistent flow of fresh air. Air exchange rate of the air handling system meet standard requirements for the occupants in the building. Ventilation systems have been adequately maintained and serviced.	E	Minor	Possible	Low		

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Gas Installations - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Gas Installations	Staff, visitors, contractors, pupils	Gas installations e.g. boilers been inspected, tested and maintained at required frequencies. Adequate ventilation available next to gas installations. Gas isolation control switches available and clearly identified. Supplier's emergency contact number clearly displayed, un- obscured and legible. Gas cylinders being used safely (if used).	P	Extreme	Possible	High	August 2020	

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

specific tasks etc.						Medium Low		
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	<p>Tanks, taps and shower outlets inspected and maintained.</p> <p>Suitable controls in place to reduce the risk of legionnaires disease.</p> <p>Showers been run at maximum temperature for 5mins to eliminate standing water and eradicate legionella bacteria.</p> <p>All other outlets to have been run for 5mins to eliminate standing water, prior to staff returning</p>	P	Major	Possible	Medium	August 2020	
Drinking water	Staff, visitors, contractors, pupils	<p>Drinking water facilities safe for use i.e. provided at refreshing temperatures (not warm).</p> <p>Drinking water should ideally be "live" from the potable water main or from storage that is properly designed, sealed from ingress of dirt, vermin etc. and with good circulation.</p> <p>Staff to remind pupils about water fountain use (pupils should have their own full water bottle - PSA to fill up if required)</p>	P	Moderate	Possible	Medium	August 2020	

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

specific tasks etc.						Medium Low		
Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Statutory Inspections	Staff, visitors, contractors, pupils	Responsible person has carried out checks on your building in the following areas: Thorough examination, inspection, test and maintenance certificate and logs available and up-to-date for the premises, plant and equipment e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems.	P	Major	Possible	Medium	August 2020	
Lift Statutory Inspections	Staff, visitors, contractors, pupils	The thorough examination, inspection, testing and maintenance records for the lifts in date.	P	Major	Possible	Medium	August 2020	
Plant and Equipment	Staff, visitors, contractors, pupils	There is a planned preventative maintenance schedule and inventory available for key items of plant and equipment and are up-to-date 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	June 2020	
Plant and Equipment (continued)	Staff, visitors, contractors, pupils							
Signed:		Assessment Date:	Further action required: Y		Action Review Date(s): August 11 th 2020			
Name:	Diane Duncan	11 August 2020			Next Review Date: Daily			

