

## 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.

<b>Service area: Integrated Children and Families Services</b>
<b>Site Address: Broomhill School, Gray Street, Aberdeen, AB10 6JF</b>
<b>Service manager: Chief Education Officer</b>
<b>Inspection Undertaken by: Head Teacher</b>
<b>Approved by: Quality Improvement Manager/Health and Safety Officer</b>

<b>Findings of Inspection</b>
Level of compliance should be included in report using a Rag Rating - <b>Green</b> – Full compliance (no action required), <b>Amber</b> - breach identified (remedial action recommended), <b>Red</b> – significant breach (action required)

<b>A: Employees – Consider what impact returning to work would have on your employees and how to keep your employees safe.</b>				
<b>No</b>	<b>Issues</b>	<b>Y/N/NA</b>	<b>Rating R/A/G</b>	<b>Comments</b>
1.	Has a risk assessment been undertaken for those who have a self-declared health condition which could increase their risk profile?	Y	<b>Amber</b>	Individual Risk Assessments completed where appropriate. All staff asked to complete COVID Age calculator. HT to speak with individuals at high risk and agree Individual Risk Assessments. Level 4 Control – Review individual Risk Assessments for any staff shielding.
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	<b>Green</b>	Risk assessment to be shared with TUs and in line with SG guidance
3.	Are you tracking people who have been identified as high risk/are shielding?.	Y	<b>Green</b>	Employees will record absence within CoreHR.  The risk assessment has been circulated to all staff and a copy shared with the school QIM and school TU reps.

4.	Where practicable will staff still be allowed to work from home/remotely.	Y	Green	<p>Ongoing review with individual members of staff and in response to staff questionnaire and any individual Risk Assessment. Staff who are not working directly with children will continue to work from home/remotely.</p> <p>Staff encouraged to work from home during NCCT which for majority of staff is now 1 day duration every fortnight.</p> <p>Level 4 Control – Under Level 4 there will be strict limitations on staff movement between schools – staff will only work in one school.</p>
5.	Can all staff maintain the <a href="#">Scottish Government</a> guidelines for social distancing based on your industry ( <a href="#">The latest Social Distancing Guidelines available here</a> ). 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>All teaching staff will wear a fluid resistant mask in school when moving around the building and in the classroom.</p> <p>Pupils assigned to learn within specific groups (where possible) for the duration of the school day to avoid large gatherings / groups and spaces / areas becoming crowded.</p> <p>However, this may be compromised by needs of individual pupils... PSAs are assigned to specific pupils who may require more targeted support. Fluid Resistant masks are worn by PSAs working on a 1-2-1 basis with pupils.</p> <p>SFL teacher works with only 1 class in the morning and 1 class in the afternoon.</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 bring their own food and drinks.</p> <p>Additional staff space allocated within our GP Room which will be out of use for pupils.</p>

5a	Are you able to segregate staff's activities to promote 2 metres distance?	Y	Amber	<p>2 m distancing will be maintained between staff, other adults, and between staff and pupils. Admin staff / office and resource areas (e.g. photocopiers), and 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. <b>Additional signage is in place to remind staff to remain 2m distant.</b>  <b>Signage on doors will indicate maximum occupancy of rooms.</b></p> <p>Pupils assigned to learn within specific groups (where possible) for the duration of the school day to avoid large gatherings / groups and spaces / areas becoming crowded.</p> <p>However, this may be compromised by needs of individual pupils. A different arrangement is in place for a Targeted Support group of pupils with specific needs- For example, an area designated in classrooms / teaching areas if 1-2-1 support needed.</p> <p>PPE provided for any members of staff who require to come into close contact (within 2 m of a pupil (e.g. for additional support needs, first aid, etc.).</p> <p>Staffroom will be in use, altered and numbers limited to take account of social distancing. Staff will need to bring their own food and drinks</p>
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5b	Are you able to limit the amount of contact staff have with each other to 15 minutes or less	Y	<b>Amber</b>	<p>2 m distancing should be maintained between staff, other adults, and between staff and pupils. Admin staff / office and resource areas (e.g. photocopiers), and 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 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 for (e.g. for additional support needs, first aid, etc.).</p> <p>Staffroom to be altered and numbers limited to take account of social distancing. Staff will need to bring their own food and drinks. <b>Maximum of 5 staff members in the staffroom at 1 time. Additional staff space has been identified in our GP Room.</b></p> <p>On return to school from 22<sup>nd</sup> February, administration staff will work in school on a rota basis and continue home working when not in the school building.</p>
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	<b>Amber</b>	<p>A one way system will be in place at Broomhill School from 9.30am after pupils have entered the building. This allows pupils and staff to enter and proceed to their classroom area using the safest most direct route.</p> <p>A one way system is also in place entering and exiting the dining room with pupils now going straight into the playground into zoned areas.</p>
6.	Have staff been trained / notified before returning to work on any new procedures.	Y	<b>Amber</b>	<p>All staff will be trained in the following, on return to school in August:</p> <ul style="list-style-type: none"> <li>Handwashing</li> <li>PPE</li> <li>Social Distancing</li> </ul> <p>One way systems – to ensure social distancing between staff, staff / pupils, etc. Keeping to the left when moving around corridors and stairs.</p>
7.	Have staff been instructed on how to hand wash effectively, for the suggested duration and maintain good hygiene practices.	Y	<b>Amber</b>	<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	<b>Amber</b>	<p>2 m distancing should be maintained between staff, other adults, and between staff and pupils. Admin staff / office and resource areas (e.g. photocopiers), and 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>All staff are reminded about the importance of 2m distancing and encouraged to maintain this with pupils, other staff members and parents.</p> <p>Pupils assigned to learn within specific groups (where possible) for the duration of the school day to avoid large gatherings / groups and spaces / areas becoming crowded.</p> <p>However, this may be compromised by needs of individual pupils... A different arrangement is in place for a Targeted Support group of pupils with specific needs. For example, an area designated in classrooms / teaching areas if 1-2-1 support needed.</p> <p>PPE provided for any members of staff who require to come into close contact (within 2 m of a pupil (e.g. provision of essential support, first aid, etc.).</p> <p>Staffroom will be in use; altered and numbers limited to take account of social distancing. Staff will need to bring their own food and drinks</p> <p>Senior Leadership Team are conducting weekly walkthroughs to monitor compliance. Google Form completed on walkthrough. Feedback given to staff with any actions to take.</p>
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9.	Have staff been trained on what to do if they are experiencing COVID-19 symptoms.	Y	Amber	<p>Reissued within Risk assessment and PPE Guidance during staff training Reminders sent to staff daily/weekly.</p> <p>February 2021 Update: All staff working on site will be offered the opportunity to participate in Covid Lateral Flow Testing programme.</p> <p>Identified staff will oversee distribution and logging of lateral flow testing kits.</p> <p>Covid Coordinator: Rebecca Mutch (DHT)</p> <p>Registration Assistant: Lisa Turner (School Administrator)</p> <ul style="list-style-type: none"> <li>• Staff must give informed consent (via Google Form) issued before test kits are provided.</li> <li>• Office staff will log test kits received and issued to staff.</li> <li>• Bulk supplies Lateral Flow Test kits will be stored in a secure cupboard within School Office. These will not be accessible to other staff/pupils etc.</li> <li>• Staff will observe good hygiene when handling test kits. Appropriate PPE (IIR masks and gloves) will be worn.</li> <li>• Lateral Flow Test kits will be distributed from the window at the main office on the allocated day for staff to collect.</li> <li>• Staff will collect kits on identified day and will maintain 2m distance from other members of staff.</li> <li>• Staff distributing kits observe good hygiene when handling test kits. Appropriate PPE (IIR masks and gloves) will be worn.</li> <li>• Staff collecting their kit must wear IIR masks.</li> <li>• Staff will be provided with information and videos on how to carry out the tests as provided by NHS Test &amp; Protect. These tests should be carried out at home on Wednesdays and Sundays.</li> <li>• It will be reinforced to staff that this is asymptomatic testing only. Staff with symptoms must book a Covid test if these occur.</li> <li>• It will be reinforced to staff that measures put in place to reduce transmission must still be adhered to even with negative results on Lateral Flow testing.</li> <li>• Staff will be made aware that they must log results. If a positive result is shown they must log, inform a member of SLT and book a Covid test.</li> <li>• If a staff member receives a positive result, school SLT will inform QIM.</li> </ul>
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	All staff have been advised.

**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	Restrictions are in place in our car park which will be for staff use only. A reverse parking protocol is in place to ensure social distancing and avoiding exit from vehicles on the same side. <b>Parents/Carers have been advised that car park is closed and to adopt a 'Park and Stride' approach if unable to walk to school.</b>
2.	Are workers required to use either their own vehicle or company vehicle to travel to their task?	N	Green	All employees at Broomhill School use their own vehicle to travel to work.
3.	Are workers avoiding public transport where applicable and using alternatives (e.g. cycling, walking to work etc).	Y	Green	Where possible, all employees are advised to avoid public transport.
4.	Have you considered staff that are required to vehicle share for their role and whether this could continue?	Y	Amber	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	Amber	Entry to the building for staff will be through the Car Park or Front Door. Entry to the building for pupils has been planned using the most direct route to the classroom area, minimising contact with other groups. Details are available within the <a href="#">School Contingency Plan</a> for Broomhill School.
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 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. Other essential visitors only where the impact of non attendance would cause further harm (e.g. essential maintenance contractors, Educational Psychologist) Additional Risk Assessment in place for parent who may be required to administer insulin injection to vulnerable pupil.

7.	Is it practicable to confine visitors to strictly defined areas and avoid unnecessary movements around the building?	Y	Amber	Parents will be asked not to enter the building. If they need to speak to a member of school staff, they should telephone or email in the normal way. All visitors to arrange appointments and sign in/out and leave contact details (reception staff/school administrator to take visitor details for Test and Protect purposes and to reduce risk of virus transmission). Where it is essential that a visitor attend the school, such as a parent / carer collecting an unwell child, the parent will not be admitted to the school foyer and can collect their child from the school front door. Signage will be displayed at school visitor entrances to explain that visitors are generally not permitted, and a telephone number will be provided for visitors to contact a member of office staff within the building should they wish to speak with someone or have an appointment to visit the school. If a visitor has an appointment to access the building, they will be asked first to confirm that they are not displaying COVID-19 symptoms. Those displaying symptoms will not be permitted access. Where possible, visitors permitted access will remain within the reception area of the school and speak with the relevant member(s) of staff via the School Office window.
8.	Have appropriate hand wash stations (toilets) and/or hand sanitiser pump action containers been made available in every work area and on main travel routes through the building/site including access and egress areas.	N	Red	Hand sanitiser will be available at all entrances/exits to our school building. Each classroom area has access to a sink and soap for handwashing.  Pupils and staff choosing, for medical reasons to have their own soap/sanitiser must carry this with them at all times. Parents/carers have been informed of this procedure. This is a standing item on our weekly update to parents/carers.  Regular Procurement of Hand Sanitiser and Cleaning materials will support this and staff have been identified to monitor supplies and replenish where necessary.
9.	Is advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and were people congregate.	Y	Amber	Detailed arrangements, following National Guidance for handwashing are set out in our <a href="#">School Recovery Plan</a> .
10.	Are the signs displayed reviewed and replaced as necessary?	N	Amber	Weekly check to be added to risk assessment for signage. Janitors to replace signage where necessary – janitor will be issued with a 'COVID code' for the photocopier to allow access to school printing facilities.

**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
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1.	Have you completed a clean of the property / site before returning	Y	Green	Most schools, other than those which were used for Keyworker Childcare or Vulnerable Learner Hubs, have laid empty since 23 March. Initial cleaning is in progress to ensure buildings are fit for small groups of staff to return and a full deep clean will be undertaken prior to pupils return on 11 August.
2.	Is the ongoing cleaning frequency sufficient and is cleaning required and can cleaning be undertaken when site/building/premises is occupied?	Y	Green	Daily cleaning will be undertaken by Cleaning Services, supplemented by 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.	N	Amber	Individual members of staff will be responsible for opening the blinds in their workspace.
6.	Can blinds be kept opened and locked if they cannot be removed.	Y	Amber	Blinds cannot be locked but can be opened and remain open.
7.	Can rugs and mats be removed where safe to do so to make cleaning and disinfection of floors easier.	Y	Amber	All rugs and mats that can be removed have been, and have been stored prior to opening the school in August.
8.	Have staff been provided with appropriate cleaning products so that they can frequently clean their own work stations during the day.	N	Red	Products to be ordered by individual schools through PPE order form. Facilities Management to assist in storing and replenishing appropriate cleaning materials.

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

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

No	Issues	Y/N/ NA	Rating R/A/G	Comments
	<b>Has your responsible person carried out checks on your building in the following areas:</b>			

1.	Fire Safety Systems / Emergency Lighting.	Y	Green	All Fire Safety Systems/Emergency lighting checks have been completed prior to staff returning to the building.
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.
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.
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.
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.

Signed: Dawn Reid

Date: 06.08.2020

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## COVID-19 Health & Safety Risk Assessment

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
<b>Consider:</b> premises work, equipment, specific tasks etc.	<b>People at risk</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
<b>Safety of all –</b>								
Psychological well being	Staff, pupils	<p>Regular communication is in place (individual and group) to ensure staff are not ill-informed about returning to work safely. This includes a daily check-in email to all staff with a return Google Form for all staff to submit, and weekly staff meetings.</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 (HT/DHTs) 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. <a href="https://peopleanytime.aberdeencity.gov.uk/coronavirus-advice-for-employees/">https://peopleanytime.aberdeencity.gov.uk/coronavirus-advice-for-employees/</a></p> <p>Head Teacher and DHTs hold regular informal discussions with their team and look at ways to reduce causes of stress including access to ACC Wellbeing support and signposts.</p> <p>Concerns on workload issues or support needs are escalated to the Head Teacher: Dawn Reid.</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	Major	Possible	Medium	June 2020	June 2020

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<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>Employees are made aware of the impact of COVID 19 on their job/change of working environment.</p>						
Psychological wellbeing	Pupils	<p>Contact with individual parents/carers at initial return to ensure relevant, appropriate information is passed on and shared with staff in a timely manner through SEEMIS</p> <p>Ensure first aiders on site at all times following appropriate ratios.</p> <p>Ensure named Child protection officer available within each setting.</p> <p>All ACC policies adhered to at all times.</p> <p>Staff working with children to continue to be calm, nurturing and caring, seeking confirmation from line manager if unsure of anything.</p>	P	Major	Possible	Medium	August 2020	
Virus transmission in the workplace	Staff, pupils, visitors (agreed)	<p>Any employee/service user showing symptoms of Covid-19 or sharing a house with someone with Covid-19 should remain at home as per the government's guidance.</p> <p>Test and Protect see link below</p>	P	Extreme	Possible	High	June 2020 And ongoing	August 2020

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
	only in advance)	<p><a href="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/">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/</a></p> <p>Specific individual employee risk assessment (appendix A) has been undertaken for those who have a self-declared health condition which could increase their risk profile.</p> <p>The inspection checklist above has been undertaken to identify the control measures to consider reducing the risk of workplace infections and as part of a proactive monitoring regime and checking that preventative and protective control measures are implemented in line with current health and safety general duties.</p> <p>All employees requested to attend a school building should review this exemplar risk assessment, feedback any concerns and agree the content at school level. The risk assessment has been circulated to all staff and a copy shared with the school QIM and school TU reps.</p> <p>No member of staff / pupil who is shielding will be allowed access to school buildings. They should continue to work/learn from home in keeping with Local Authority and Scottish Government guidance.</p> <p>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>February 2021 Update – All staff have been given the opportunity to carry out twice weekly Lateral Flow Testing. Anyone who displays a positive test is required to self isolate along with</p>						

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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
		members of their household until the test can be confirmed by a PCR test.						
Someone entering the workplace with COVID-19	Staff, pupils, visitors (agreed only in advance)	<p>Request that companies who regularly attend our premises or those who work alongside us to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19. Where possible all appointments to be pre-arranged 3-4 days in advance of visit.</p> <p>Staff are made aware of COVID-19 symptoms via training sessions and visual aids such as posters in key locations, screensavers</p> <p>External visitors will be actively discouraged. Parents will not be allowed entry to the school building and will be encouraged to make contact by email / phone and not in person.</p> <p>Anybody visiting the site will do so only with prior agreement from the Head Teacher and will be informed that they are not to enter if they're experiencing COVID-19 symptoms, being advised to self-isolate in line with government recommendations</p> <p>Staff and pupils will be informed to self-isolate if they have a person living in the same household or if they've been in contact with someone displaying COVID-19 symptoms</p>	P	Extreme	Possible	High	August 2020 and ongoing	
Travel to school buildings	Staff, pupils, visitors (agreed only in advance)	<p>Wherever possible private transport should be used to maintain isolation from the public when commuting to the school building.</p> <p>If public transport or car sharing cannot be avoided, the employee/service user should be encouraged to follow current government advice in respect of "face coverings".</p> <p>Parking at Broomhill School is limited and will be restricted to school staff only. To maintain social distancing all car park users are asked</p>	P	Moderate	Possible	Medium	June 2020	June 2020

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
		<p>to reverse park, to limit possible exiting of cars from same side. Additional signage will support this.</p> <p>On arrival at the site, employees/service will use hand sanitiser gel immediately on entry to the workplace.</p> <p>Any visitor to the school grounds/building will be asked to wear a face covering.</p> <p>Children are encouraged to avoid travelling to school on either public or school transport with walking being promoted where safe to do so.</p> <p>Where parents/carers have to transport pupils to and from school by car, they have been encouraged to park a distance away from school and walk, avoiding the possibility of congestion on Gray Street or Hammersmith Road.</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>						
Entry and exit to building	Staff, pupils, visitors (agreed only in advance)	<p>Entry and exits to the school will be planned and managed to support physical distancing within the building. Access and exit from a building involving signing in/out at the reception will be managed by our office staff, any touch screens should be avoided.</p> <p>Entry to the school grounds will be via the gates on Gray Street and Broomhill Road (entry only) and the Lane Gate.</p> <p>All visitors to our school grounds will wear a face covering.</p>	P	Major	Possible	Medium	June 2020	June 2020

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<p>Access and exit from a building for any necessary visitors will be recorded with visitors contact details included in order to support Test, Trace and Protect. This will be controlled, recorded and held by a member of office staff, reducing the need for any contact.</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 Infant Hall Area, and unnecessary movements around the building avoided.</p> <p>Hand sanitiser is available in every work area and through the building including access and egress areas where there are no sink facilities.</p> <p>Advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and were people congregate.</p> <p>Signs displayed reviewed and replaced as necessary.</p>						
Orientation/ Training	Staff, pupils, visitors (agreed only in advance)	<p>Training arrangements have been developed including refresher sessions to ensure staff have been trained before returning to work on any new procedures.</p> <p>Service Users should receive a copy of the 'Returning to School Guide'.</p> <p><u>Prior to August 11<sup>th</sup></u> All staff must complete health and safety orientation:</p> <ul style="list-style-type: none"> <li>• Social distancing and one-way system plans</li> <li>• Handwashing training</li> <li>• PPE Training</li> <li>• Updated First Aid Training (for relevant staff)</li> </ul>	P	Moderate	Possible	Low	August 2020	



HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<ul style="list-style-type: none"> <li>Updated Fire Evacuation Procedures (The latest Guidance on these measure can be found by clicking the following link <a href="#">Social Distancing Guidelines</a>).</li> </ul> <p><u>On first day of school entry</u></p> <p><u>Pupils will complete an induction including health &amp; safety orientations, which will address:</u></p> <ul style="list-style-type: none"> <li>Social distancing and one-way system plans for staff/other adults</li> <li>Handwashing training <u>All</u> Social distancing and one-way system plans <ul style="list-style-type: none"> <li>Handwashing training</li> </ul> </li> </ul> <p>All will take responsibility for challenging those not following guidance.</p>						
Personal Hygiene	Staff, pupils, visitors (agreed only in advance)	<p>Staff will follow good infection control guidance (<a href="#">Infection Prevention and Control in Childcare Settings (Day Care and Childminding Settings)</a>).</p> <p>Handwashing procedure posters are displayed in areas where handwashing takes place.</p> <p>On entering School, all staff/service users will sanitise their hands using the hand sanitiser located at each entrance to the school building. Handwashing will be built into the daily routine, sinks are available in each teaching area for this purpose.</p> <p>Where hand washing facilities are limited, hand sanitiser will be provided eg. School Office, HT Office, Dining Hall, Libraries.</p>	P	Extreme	Likely	High	August 2020	August 2020

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<p>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 (eg. when 2m distancing is breached or when providing personal care with PPE), 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"> <li>• When entering the building (and returning after lunchtime)</li> <li>• After using the toilet</li> <li>• Before and after eating or handling food</li> <li>• Before leaving the building/getting into their car,</li> <li>• After blowing the nose</li> <li>• After sneezing or coughing</li> <li>• When changing classroom</li> <li>• Prior to entering school transport</li> <li>• When arriving home</li> </ul>						

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
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>Social gathering amongst employees have been discouraged whilst at work.</p> <p>Staff requested to keep in touch through remote technology such as phone, internet and social media. Walkie Talkies have been issued to all staff members.</p> <p>Staff have been separated into teams to reduce contact between employees.</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 is implemented and visual aids.</p> <p>Teacher desks are arranged to maintain a minimum of 2 meters from pupils, with employee's facing in opposite directions where possible (e.g. in school office).</p> <p>Through orientation and ongoing reminders all will maintain 2m distancing from pupils and other adults 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 &amp; muster point updated and shared with employees / service users prior to or on day of entry.</p>	P	Extreme	Likely	High	August 2020 and ongoing	

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<p>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 &amp; 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 regularly, where possible, to support social distancing and staff will plan for this.</p> <p>Numbers of employees/service users in a room will be restricted to comply with capacity figures of each individual room.</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>Consideration of whether service user should be removed from setting if they refuse to comply with ACC risk assessment.</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>Under Level 4 Controls, PE will only take place outside.</p>						

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
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. There will be three 40 min lunch time slots with each slot split in two, providing 6 sittings in the dining hall. Each time slot will consist of 15 minutes in the dining hall and 15 minutes outside in the playground and two 5 min change over periods built in for movement between playground and dining hall and sanitisation of dining furniture. This allows for class bubbles to sit together with a 2m distance between class tables. This also allows for classes grouped together to remain consistent, although distant.</p> <p>Our playground area is now zoned. Building work on our grounds has limited our playground space, allowing for only three classes to be outside at one time in an individual class zone.</p> <p>Morning breaks and lunch breaks will be staggered to reduce number of pupils queuing.</p> <p>From Monday 14<sup>th</sup> of September, pupils will be permitted to go home for lunch with the following mitigations:</p> <ul style="list-style-type: none"> <li>• Pupils must remain offsite for the whole of lunch break</li> <li>• Pupils should only eat at home (not café/restaurant)</li> <li>• Pupils must return to school through the agreed entrance, lining up with their class at their allocated time. Hands must be sanitised on entry as is current practice.</li> <li>• Any pupil going home for lunch must inform their class teacher in the morning.</li> </ul>	P	Moderate	Likely	Medium	August 2020	

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
		<ul style="list-style-type: none"> <li>Pupils will leave for lunch through their allocated door and must be met by parents at the Gray Street Gate. Parents will not be permitted to enter the playground at this time.</li> </ul> <p>All staff supervising in the dining hall will be required to wear a face covering.</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>						
Use of Toilets	Staff, pupils, visitors (agreed only in advance)	<p>Access to toilets will be carefully managed. A visual mechanism will be used to show when the toilet area is occupied.</p> <p>Break times will be staggered, reducing the numbers of pupils accessing this area at any one time. Floor markings will indicate queueing systems where appropriate.</p> <p>There will be a strong emphasis on hand washing after visiting the toilet, and hand washing may require to be supervised for younger children</p>	P	Moderate	Unlikely	Low	August 2020 and ongoing	
Employees / Service user becomes unwell	Staff, pupils, visitors (agreed only in advance)	<p>In line with procedures and guidance, only allow employees and service users in good health to be in the setting.</p> <p>If someone develops any of the symptoms:</p> <ul style="list-style-type: none"> <li><b>a high temperature</b> – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li><b>a new, continuous cough</b> – 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)</li> <li><b>loss or change to your sense of smell or taste</b> – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal</li> </ul>	P	Moderate	Likely	Medium	August 2020 and ongoing	

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
<b>Consider:</b> premises work, equipment, specific tasks etc.	<b>People at risk</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
		<p>Follow current NHS guidance  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a>  All school staff will be asked to familiarise themselves with the local <a href="#">Test, Trace, Isolate and Support Strategy</a>.</p> <p>Follow procedures to remove from setting where someone becomes unwell</p> <p><b>Employee</b></p> <ul style="list-style-type: none"> <li>Immediately leave the building and go directly home. School Management will have plans in place to cover classes.</li> </ul> <p><b>Service User</b></p> <ul style="list-style-type: none"> <li>Isolation area within the building identified in case of any individuals who present as unwell during the session (consider near entrance)</li> <li>Emergency contact list accessible and up to date</li> <li>Request for immediate collection by parents/carers</li> <li>On collection, immediately leave the building and go directly home</li> <li>Facilities informed and deep clean carried out</li> </ul>						
<b>Cleaning and hygiene measures</b>								
Environmental Cleaning	Staff, pupils, visitors (agreed only in advance)	<p>A deep clean of the property / site before returning is performed if required.</p> <p>Where there has been a COVID-19 case, the cleaning regime will be in accordance with strict rules outlined in COVID-19-decontamination-in-non-healthcare-settings.</p>	P	Minor	Possible	Low	05/06/20	June 2020
Cleaning Frequency	Staff, pupils, visitors (agreed)	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	

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
<b>Consider:</b> premises work, equipment, specific tasks etc.	<b>People at risk</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
	only in advance)	Toilets and washrooms will be cleaned daily by cleaning staff to maintain high standards of cleanliness, using methods and cleaning products in keeping with national guidance (COVID-19-decontamination-in-non-healthcare-settings).  Frequent cleaning of Touchpoints (door handles, taps, toilets etc) will be administer by janitorial staff, twice daily and will be recorded via school office.  Frequently cleaning of Touchpoints in staff areas (kettles, toasters, fridges) will be administered by school staff and recorded on cleaning sheets.						
Commonly touched surfaces	Staff, pupils, visitors (agreed only in advance)	Additional sanitisation of taps and flush handles will be undertaken by janitorial services on a regular basis during the school day. All other areas will be cleaned by cleaning staff before the start of every day, paying special attention to door handles, table/counter tops, bannisters, and other areas touched regularly by staff and children, with additional cleaning during the day.  Sanitising wipes will be available in each setting to ensure cleaning and disinfection of frequently touched objects and surfaces (e.g. telephones, keyboards, door handles, desks, tables). This should be undertaken by staff on duty or service users if appropriate.  Where practical, soft furnishings are removed to minimise the areas where viruses can be difficult or time consuming to remove.  Blinds kept opened and locked if they cannot be removed.	P	Moderate	Possible	Medium	In place from 11th August and ongoing	



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
<b>Consider:</b> premises work, equipment, specific tasks etc.	<b>People at risk</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
		<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>Staff avoid touching common pieces of equipment such as photocopiers/printers/scanners/faxes and use only dedicated work equipment on the workstations. If staff do have to use common equipment like printers, they should disinfect it with anti-bacterial wipe after each use. Social distancing to be adhered to when using common equipment in resource rooms.”</p> <p>Any use of common work equipment is restricted and managed. This includes teaching and play resources such as toys, books, etc. the sharing of which should be minimised. Smaller pupil group sizes are recommended.</p> <p>Any use of common work equipment is restricted and managed.</p>						
Use of cleaning products	Staff, pupils, visitors (agreed only in advance)	<p>Persons undertaking the cleaning have been instructed with clear safe usage instructions.</p> <p>The relevant Safety Data Sheet and COSHH assessment is provided for the substances in use. (Early Years / Facilities staff)</p> <p>Correct PPE is provided for the use of cleaning materials</p>	P	Moderate	Possible	Medium	In place from 11th August and ongoing	
Housekeeping	Staff	<p>Appropriate cleaning products are provided, so that staff can frequently clean their work-stations during the day.</p> <p>Staff provided with waste bins lined with a plastic bag so that they can be emptied by facilities staff without contacting the contents.</p> <p>Facilities Staff are instructed that the emptying of bins and wastepaper baskets should be followed by hand washing.</p>	P	Moderate	Possible	Medium	In place from 11th August and ongoing	

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
<b>Consider:</b> premises work, equipment, specific tasks etc.	<b>People at risk</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
		<b>Cleaning stations are clearly identifiable in each classroom.</b>						
Close contact / Spillages – bodily fluids, blood, vomit	Staff, pupils, visitors (agreed only in advance)	<p>Employees will follow <a href="#">Education PPE Guidance</a> and should wear appropriate PPE including Fluid resistant face masks (type IIR) for work where individual risk assessment has identified the need at times where staff will provide intimate care or have direct contact (within 2 metres) of children for a period of 10 minutes or more such as:</p> <ul style="list-style-type: none"> <li>➤ supporting the medical and additional support requirements of children with complex needs</li> <li>➤ where there are invasive interventions required</li> <li>➤ where children have difficulty maintaining social distancing for 10 minutes or more</li> </ul> <p>Identified Health &amp; Wellbeing Coordinator will ensure that a regular stock take is done and order completed on a 4 weekly basis. Completed orders should be in by 12pm Wednesday of week 3.</p> <p>Central Order of</p> <ul style="list-style-type: none"> <li>• Gloves</li> <li>• Aprons</li> <li>• Face Masks</li> <li>• Hand Sanitiser</li> </ul> <p>Local order of</p> <ul style="list-style-type: none"> <li>• Tissues</li> </ul>	P	Extreme	Likely	Medium	In place from 11 <sup>th</sup> August and ongoing	

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

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
<b>Consider:</b> premises work, equipment, specific tasks etc.	<b>People at risk</b>	<b>Control By:</b> 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
<b>Fire Safety Systems / Emergency Lighting</b> - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Fire, heat, burns, smoke inhalation	Staff, pupils, visitors (agreed only in advance)	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	August 2020
<b>Ventilation / Humidity / Lighting &amp; Heating</b> Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Temperature/ Humidity	Staff, pupils, visitors	Workplace temperatures are not too hot or too cold (at least 17 degrees Celsius).	E	Minor	Possible	Low	August 2020	August 2020

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME						
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial	
	(agreed only in advance)	Measures can be taken to control temperature extremes and/or humidity levels such as through computerised EHAV system.							
Ventilation	Staff, pupils, visitors (agreed only in advance)	<p>Natural ventilation is available in the workplace, e.g. windows or open doorways.</p> <p>If natural ventilation is insufficient, ventilators, fans or air conditioners provided to ensure a consistent flow of fresh air.</p> <p>Air exchange rate of the air handling system meet standard requirements for the occupants in the building.</p> <p>Ventilation systems have been adequately maintained and serviced.</p> <p>Information regarding appropriate ventilation has been provided for all staff. Issues are to be escalated to senior management team. Monitoring of ventilation is part of weekly monitoring by SLT.</p> <p>Information and advice regarding ventilation and appropriate clothing for pupils has been communicated home in weekly update.</p>	E	Minor	Possible	Low	August 2020 and ongoing		
HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME						
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial	

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
<b>Gas Installations</b> - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Gas Installations	Staff, pupils, visitors (agreed only in advance)	Gas installations e.g. boilers been inspected, tested and maintained at required frequencies. Adequate ventilation available next to gas installations.  Gas isolation control switches available and clearly identified.  Supplier's emergency contact number clearly displayed, un-obscured and legible.  Gas cylinders being used safely (if used).	P	Extreme	Possible	High	August 2020	
<b>Legionella/Water Systems/Hygiene</b> - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Water outlets Legionella	Staff, pupils, visitors (agreed only in advance)	Tanks, taps and shower outlets inspected and maintained.  Suitable controls in place to reduce the risk of legionnaires disease.  Showers been run at maximum temperature for 5mins to eliminate standing water and eradicate legionella bacteria.	P	Major	Possible	Medium	August 2020	August 2020

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
<b>Consider:</b> premises work, equipment, specific tasks etc.	<b>People at risk</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
		All other outlets to have been run for 5mins to eliminate standing water, prior to staff returning						
Drinking water	Staff, pupils, visitors (agreed only in advance)	Pupils will bring filled water bottles from home. Water fountains are limited within school but facilities will be made available for staff and pupils to fill their own water bottles. Facilities to be wiped down after each use.	P	Moderate	Possible	Medium	August 2020 and ongoing	

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
<b>Consider:</b> premises work, equipment, specific tasks etc.	<b>People at risk</b>	<b>Control By:</b> 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, 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	



## Action Plan

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



Signed: Dawn Reid

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10<sup>th</sup> August 2020  
Updated: 20<sup>th</sup> August 2020  
Updated: 9<sup>th</sup> September 2020  
Updated: 30<sup>th</sup> September 2020  
Updated: 2<sup>nd</sup> November 2020  
Updated 7<sup>th</sup> December 2020  
Updated to include Level 4  
controls – January 2021

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**Appendix B – Risk Assessment Scoring and Rating Table**



### Appendix 2 - Risk scoring and rating table

#### Severity (S)

This is the degree of harm that may be caused

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

#### Likelihood (L)

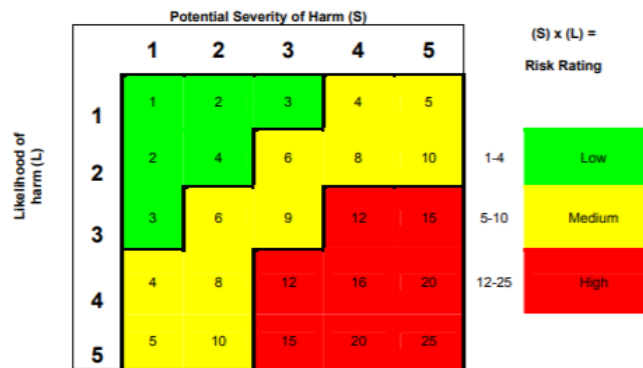
This is the likelihood that an event will occur

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

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



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



<b>1 - 4</b>	<b>Low</b>	Review on change of process or if circumstances change. Any small and/or easy methods to improve should be made to ensure continuous improvement of risk management.
<b>5 - 10</b>	<b>Moderate</b>	Examine areas of exposure in the activity; decide timescales for completion of all agreed actions and record on action plan. Provide additional monitoring of agreed controls until they are fully implemented. Closely monitor effectiveness of new controls put in place
<b>12 - 25</b>	<b>Unacceptable</b> <b>STOP!</b>	Until effective interim controls are agreed and implemented, and an action plan to permanently reduce the risk to an acceptable level has been agreed do not recommence