

Introduction

This is a toolkit to support all Services keep people safe from the risk of COVID-19 whilst working. It is a requirement that Chief Officers will complete all sections where either:

- ✓ a service has been stopped and it is proposed to re-instate; OR
- ✓ there is an anticipated change to the way services are to be delivered during current restrictions

If you have previously completed risk assessments for these services, refer to them when completing this document.

The toolkit is set out as follows

1. Inspection Checklist
2. Risk Assessment
3. Action Plan
4. Comms

Where do you start?

This toolkit is structured to provide a logical thought process to follow where your area of business is changing:

Step 1 – Complete ACC COVID-19 Inspection Checklist

The inspection checklist will ask you to consider:

- Employees, social distancing and the impact of returning to work
- Travel, Access & Egress
- Cleaning and Hygiene Practices
- Building Safety

The completed inspection checklist will allow you to identify gaps where additional measures may be required.

Step 2 – Use the findings from your completed inspection form to complete the ACC COVID-19 Risk Assessment

The risk assessment is setup with the same four topics as the inspection form but delves into more detail on how you intend to mitigate the risk of each identified hazard. The information contained within this document is generic and you should tailor the document to be relevant to your service area and take into consideration any specific advice given. We've created a resource list that will allow you to quickly find the information you need from the relevant source.

Step 3 – Action Plan

Completing the inspection checklist and risk assessment will provide you with a list of different measures that you now need to implement. Now is the time to evaluate the practicality of implementing each measure and to determine how you will take the necessary steps to ensure they're in place.

Step 4 – Communication

Communication is key and there's a lot of change that your staff need to digest and consider before any change to service provision is implemented. Continuous communication throughout this process will demonstrate that you are putting staff safety at the heart of this process. You must communicate the risks and controls within your risk assessment directly to your staff and ensure that they understand exactly what is required from them and you.

Step 5 – Review

The information around COVID-19 changes on a frequent basis. The Corporate Health and Safety Team reviews H&S guidance daily and updates the [Stay Safe Whilst Working](#) pages on the Zone. You will need to monitor this plus consider the latest advice and guidance which could impact your business area. The [Scottish Government](#) pages will provide you with the latest links as well as [Health Protection Scotland](#) and [NHS](#).

Below are some useful UK Government links that can be monitored for the latest information.

[Guidance on Social Distancing in the Workplace](#)

[Guidance for Employers & Businesses on COVID-19](#)

[Guidance on Shielding and Protecting Extremely Vulnerable Persons](#)

[Guidance on Protective Measures in Education and Childcare Settings](#)

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: Airyhall School
Service manager: Chief Education Officer – Eleanor Sheppard
Inspection Undertaken by: Quality Improvement Team / Head Teacher – Donna Polson
Approved by: Quality Improvement Manager - Gael Simpson

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

A: Employees – Consider what impact returning to work would have on your employees and how to keep your employees safe.

No	Issues	Y/N/ NA	Rating R/A/G	Comments
1.	Has a risk assessment been undertaken for those who have a self-declared health condition which could increase their risk profile.	Y	Green	<p>The individual worker's risk assessment was provided to every member of staff. Necessary staff asked to return them to HT.</p> <p>Individual risk assessments were carried out with staff identified at higher risk prior to returning to work in August.</p> <p>All other staff have been issued completed Covid Age calculator forms (Sept 2020/October 2020).</p> <p>Staff will re-calculate Covid Age should their health circumstances change.</p> <p>Level 4 Update – a review of individual risk assessments for shielding staff will be completed if required (The Chief Medical Officer will issue a two-week fit note to applicable staff). Staff were advised by letter on the 23rd to seek advice but any who have been unable to do so should work from home in the meantime. When in receipt of guidance from the clinician/GP SLT will review the individual risk assessments with Employee Relations support when required).</p> <p>School Closures January 2021/Phased Return February 2021 – Following government guidance, all shielding staff must work from home until further notice and will be supported to do so if required.</p>
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	<p>Risk assessment were shared with TUs and in line with SG guidance.</p> <p>Updated risk assessments are shared with all members of the school team.</p> <p>Staff are given regular opportunities to feedback on risk assessment processes.</p> <p>Risk assessments are updated with staff in line with new SG guidance.</p> <p>Risk assessments are updated with staff in line with a change in level within the Local Protection Levels.</p>

3.	Are you tracking people who have been identified as high risk/are shielding?	Y	Green	<p>Employee absences will be recorded within CoreHR.</p> <p>The risk assessment will be circulated to all staff and a copy shared with the school QIM and school TU reps. High risk staff have individual risk assessments which will be reviewed termly (or earlier if required).</p> <p>All other staff have been issued with Covid Age calculator forms (Sept 2020/October 2020). Additional measures to be taken agreed with staff if necessary following completion of calculation. Staff will re-calculate Covid Age should their health circumstances change or should advice change.</p> <p>Level 4 Update – a review of individual risk assessments for shielding staff will be completed if required (The Chief Medical Officer will issue a two-week fit note to applicable staff). Staff were advised by letter on the 23rd to seek advice but any who have been unable to do so should work from home in the meantime. When in receipt of guidance from the clinician/GP SLT will review the individual risk assessments with Employee Relations support when required).</p> <p>School Closures January 2021/Phased Return February 2021 – Following government guidance, all shielding staff must work from home until further notice and will be supported to do so if required.</p>
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.</p> <p>Staff who are not working directly with children can continue to work from home/remotely e.g. during NCCT time.</p>
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>However, this may be compromised by needs of individual children. Where this is likely and wherever possible, in line with national guidance, pupils and staff will be arranged in class groups, the membership of which will remain consistent, and groups will maintain 2m distance from other groups.</p> <p>In accordance with guidance, children in ELC and Early Stages (P1 & P2) it is recognised that two metre distancing does not need to apply between adults and children however should continue to apply between adults and other adults.</p> <p>All staff (including P1 & P2) must wear fluid resistant face masks whenever they are within 2m distance of children or adults.</p> <p>Unless in exceptional circumstances, staff must remain 2m from other staff at all times.</p> <p>Phased Return February 2021: Each class bubble will be kept separate from all other class bubbles. The P4 to P7 Keyworker and Vulnerable hub children will form their own bubble. Nursery children will remain within their own group whilst in the nursery setting.</p>

5a	Are you able to segregate staff's activities to promote 2 metres distance?	Y	Green	<p>However, this may be compromised by needs of individual children. Where this is likely and wherever possible, in line with national guidance, pupils and staff will be arranged in class groups, the membership of which will remain consistent, and groups will maintain 2m distance from other groups.</p> <p>In accordance with guidance, children in ELC and Early Stages (P1 & P2) it is recognised that two metre distancing does not need to apply between adults and children however should continue to apply between adults and other adults.</p> <p>All staff (including P1 & P2) must wear fluid resistant face masks whenever they are within 2m distance of children or adults.</p> <p>Staff meetings are held digitally.</p> <p>Staff rooms are set up to ensure 2m distancing.</p> <p>Room capacities are identified on posters on doors e.g. staff room, offices etc.</p> <p>Phased Return February 2021: Only staff working on site will access the school building. Where it is essential for staff working from home to access the building e.g. to collect resources this must be discussed with a member of SLT and will be carefully controlled to manage numbers on site.</p>
5b	Are you able to limit the amount of contact staff have with each other to 15 minutes or less	Y	Amber	<p>Where staff are within 2 metre distance of children then appropriate PPE will be worn in accordance with updated ACC PPE Guidance. In accordance with updated PPE guidance, fluid resistance face masks will be worn whenever 2m distancing is breached.</p> <p>However, this may be compromised by needs of individual children. Where this is likely and wherever possible, in line with national guidance, pupils and staff will be arranged in class groups, the membership of which will remain consistent, and groups will maintain 2m distance from other groups.</p> <p>In accordance with guidance, it is recognised that in ELC two metre distancing does not need to apply between adults and children however should continue to apply between adults and other adults.</p> <p>Staffrooms are set up to ensure 2m distancing between staff.</p> <p>Staff meeting are held via Microsoft Teams or Google Meet.</p> <p>Phased Return February 2021: Only staff working on site will access the school building. Where it is essential for staff working from home to access the building e.g. to collect resources this must be discussed with a member of SLT and will be carefully controlled to manage numbers on site.</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	Green	<p>One-way system is in use where required e.g. on staircase – signage reinforces this.</p> <p>School corridors are wide enough to implement a keep left system – signage reinforces this throughout the school.</p>
6.	Have staff been trained / notified before returning to work on any new procedures.	Y	Green	<p>Staff have completed training online in Handwashing & PPE. As PPE guidance is updated this is shared with members of staff. Updates include:</p> <ul style="list-style-type: none"> • Staff face masks when in communal areas e.g. corridors/staffrooms etc. • P1 to P7 Staff wearing fluid resistant face masks whenever 2m distance breached. • ELC staff to wear fluid resistant face masks in the nursery kitchen. <p>Staff are all aware of current guidance around Social Distancing. This will be updated depending on SG guidance.</p> <p>One way systems on staircases have been shared with staff and notices displayed to reinforce this.</p> <p>New members of staff are required to have gone through this risk assessment with a member of SLT as well as other training e.g. PPE and Handwashing.</p> <p>Phased Return February 2021: Risk Assessment updated in collaboration with all staff.</p>
7.	Have staff been instructed on how to hand wash effectively, for the suggested duration and maintain good hygiene practices.	Y	Green	<p>Effective handwashing posters are available at all hand wash stations.</p> <p>Staff completed PPE and Handwashing Training before children returned to school in August. New staff are also asked to complete this training.</p>
8.	Have staff been instructed on social distancing where practicable while at work.	Y	Green	<p>However, this may be compromised by needs of individual children. Where this is likely and wherever possible, in line with national guidance, pupils and staff will be arranged in class groups, the membership of which will remain consistent, and groups will maintain 2m distance from other groups.</p> <p>In accordance with guidance, it is recognised that in ELC two metre distancing does not need to apply between adults and children however should continue to apply between adults and other adults.</p> <p>Staff must maintain 2 metre distance between other members of staff at all times.</p> <p>Where staff are within 2 metre distance of others, fluid resistant face masks will be worn in accordance with ACC PPE Guidance.</p>

9.	Have staff been trained on what to do if they are experiencing COVID-19 symptoms.	Y	Green	<p>Staff have been provided with PPE Training which was completed prior to return in August.</p> <p>Risk Assessment was reissued in August and is shared whenever updated. The risk assessment is shared with all new members of staff along with relevant documentation and training. Where updates are added risk assessments are shared with all relevant staff.</p> <p>Isolation Rooms have been identified and staff have been notified of procedures.</p> <p>Staff training has covered what to do in the event of a learners displaying symptoms or if they display symptoms themselves. ACC have created a flow chart which can be referred to.</p> <p>Relevant information and weblinks have been shared with staff.</p> <p>When an isolation room has been used, office staff notify relevant people/team members and the room is cleaned accordingly.</p> <p>Seemis/Core HR records are kept up to date with Covid related absences.</p>
10.	Have staff been instructed to minimise business related travel and use video chat as an alternative method of maintaining contact with colleagues, suppliers and customers.	Y	Green	<p>Staff in schools will need to travel to work however any other training etc will be completed online until guidance suggests it is safe to have face to face training out with our place of work.</p> <p>All Airyhall Staff familiar with how to use Google meet and/or Microsoft Teams for maintaining virtual contact with colleagues.</p>

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

No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Are you able to implement sufficient parking restrictions to maintain social distancing measures, where car use is required to perform a role?	Y	Green	Staff car park supports social distancing.
2.	Are workers required to use either their own vehicle or company vehicle to travel to their task?	N	Green	Once at school, staff are not required to use a vehicle for their role.
3.	Are workers avoiding public transport where applicable and using alternatives (e.g. cycling, walking to work etc).	Y	Amber	Staff have been advised to avoid public transport where possible. Where this is not possible, staff know to wear face coverings.

4.	Have you considered staff that are required to vehicle share for their role and whether this could continue?	N/A	Green	Not applicable for our setting.
5.	Has the entry and exits to the building/site been limited to the minimum number of points required?	N/A	Green	<p>To be agreed at school level – more entry/exit points are preferable for schools. National guidance to be followed on this and detailed arrangements set out in Return to School Plan. A Return to School Google Site has been created to share information with parents and learners including entry/exit points for all class. Where any entry/exit arrangements are updated, this is updated on the site and shared with parents/carers.</p> <p>Regular reminders to parents about social distancing are shared via email and newsletters.</p> <p>Phased Return February 2021: Prior to children returning to the school building, parents/carers will be provided with information on entry and exit arrangements. For most children, this will be the same as before.</p>
6.	Has access to the building/site been restricted to visitors and contractors etc.	Y	Green	<p>Essential personnel by prior arrangement only – all protocols to be observed. Parents will be reminded that they will not be permitted to enter the building.</p> <p>Emergency contractors, as above and when learners are not in attendance where possible. For ongoing planned construction works RFM will work with contractors to ensure appropriate mitigation is in place such as sites physically separated from rest of building and contractors.</p> <p>Only where the impact of non-attendance would cause further harm (e.g. essential maintenance contractors, Educational Psychologist), visitor will not be permitted to access the school building. Guidance at the time will be checked prior to Educational Psychologist etc visiting school.</p>
7.	Is it practicable to confine visitors to strictly defined areas and avoid unnecessary movements around the building?	Y	Green	<p>Only if absolutely necessary will visitors be permitted to the Airyhall school building. The vestibule area will be used where possible.</p> <p>Parents are reminded via newsletters/emails that they must not enter the building and should call the office from the main door if collecting a child or dropping a child off.</p> <p>Posters remind parents/visitors not to enter but call the school instead of entering.</p> <p>Where visits are necessary e.g. JCPT then a room will be identified where visitors can be confined. At Level 4 safeguarding (Police, Children's Social Work and Grampian Women's Aid) staff can only attend 1 school per week and only for critical face to face contact where there is a very high risk to pupil wellbeing</p>

8.	Have appropriate hand wash stations (toilets) and/or hand sanitiser pump action containers been made available in every work area and on main travel routes through the building/site including access and egress areas.	Y	Green	Where handwashing is not available, hand pump sanitiser will be made available. Procurement of Hand Sanitiser and Cleaning materials to support has been initially completed centrally and is being delivered to the school. Office staff will monitor stocks and complete requests for additional resource when required. Office Staff/identified member of PSA staff and Nursery Team will ensure that we have enough supplies of hand sanitiser on a daily basis.
9.	Is advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and were people congregate.	Y	Green	Handwashing posters are displayed throughout the school including at every sink.
10.	Are the signs displayed reviewed and replaced as necessary?	Y	Green	Weekly check to be added to risk assessment for signage. Office staff 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	Airyhall School has been open as hub for Keyworker Childcare since 23 March. RFM staff then undertook their full deep clean prior to staff and pupil return in August. Appropriate measures were put in place to enable small groups of staff to be able to attend work for essential recover planning purposes prior to the start of term.
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 RFM staff. RFM staff will be 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. Classrooms have a cleaning schedule and staff are responsible for ensuring surfaces in frequent use are cleaned appropriately. High touch points in the Staffrooms will be cleaned after each use in line with Staffroom Cleaning Schedule.

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	Daily cleaning will be undertaken by RFM staff. RFM staff will be undertaking regular cleaning of frequent hand touch points during the school day (twice during the school day). All surface cleaning will be undertaken using EN14476 rated (for destroying enveloped viruses) disinfecting solutions.
4	Have persons undertaking the cleaning been instructed with clear safe usage instructions.	Y	Green	All RFM 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. COSHH Assessments are shared with staff and uploaded to a Google site: https://sites.google.com/ab-ed.org/airyhallcoshhsafetydata/home
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	Individual member of staff (class teacher in room) to manage blinds in each areas of school. If the room is used by two teachers e.g. job shares the blind mechanism will be cleaned before and after use.
6	Can blinds be kept opened and locked if they cannot be removed.	N	Green	At Airyhall, blinds are required to reduce glare on interactive whiteboards. As above, all blinds will be operated by the class teacher in each room and if this a job-share the blind mechanism will be cleaned before and after use. Phased Return February 2021: Only member of staff working in the P4 to P7 Hub will operate the blinds mechanism which will be cleaned before and after use.
7	Can rugs and mats be removed where safe to do so to make cleaning and disinfection of floors easier.	Y	Green	All rugs have been removed from shared areas that will be accessed by staff/children. For an individual learner who benefits from the use of a specific rug, this will be used by only them.
8	Have staff been provided with appropriate cleaning products so that they can frequently clean their own work stations during the day.	Y	Green	Initial central order was placed. Replacement products to be ordered by individual schools through PPE order form – this is managed by the School Administrator in consultation with SLT. 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 Facilities Management (RFM) have confirmed that all maintenance and building checks are up to date. Ongoing checks continue to be the responsibility of RFM janitorial staff. All tasks are generated through Concept.
2.	Ventilation / Humidity / Lighting & Heating.	Y	Green	Robertson Facilities Management (RFM) have confirmed that all maintenance and building checks are up to date. Ongoing checks continue to be the responsibility of RFM janitorial staff. All tasks are generated through Concept.
3.	Gas Installations.	Y	Green	Robertson Facilities Management (RFM) have confirmed that all maintenance and building checks are up to date. Ongoing checks continue to be the responsibility of RFM janitorial staff. All tasks are generated through Concept.
4.	Legionella Controls.	Y	Green	Robertson Facilities Management (RFM) have confirmed that all maintenance and building checks are up to date. Ongoing checks continue to be the responsibility of RFM janitorial staff. All tasks are generated through Concept.
5.	Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance.	Y	Green	Robertson Facilities Management (RFM) have confirmed that all maintenance and building checks are up to date. Ongoing checks continue to be the responsibility of RFM janitorial staff. All tasks are generated through Concept.
6	Lift Statutory Inspections.	Y	Green	Robertson Facilities Management (RFM) have confirmed that all maintenance and building checks are up to date. Ongoing checks continue to be the responsibility of RFM janitorial staff. All tasks are generated through Concept.

Signed: D. PolsonDate: Updated February 2021

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
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Safety of all –								
Psychological well being	Staff, pupils	<p>Regular communication has been in place at Airyhall since school closures (individual, group and whole staff) to ensure staff are not ill-informed about returning to work safely. Regular Google Meets/Teams Meetings with different staff or telephone conversations have been in place and will continue where necessary.</p> <p>New workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in procedures and policies (e.g. PPE Guidance) and disseminated to employees through line managers and HR.</p> <p>Airyhall SLT 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 including access to ACC Wellbeing support and signposts.</p> <p>Concerns on workload issues or support needs are escalated to a member of the SLT.</p> <p>Donna Polson (Head Teacher) attended training to recognise signs and symptoms that a person is working beyond their capacity. SLT aim to support staff to cope and will deal sensitively with employees experiencing problems outside of work.</p>	P	Major	Possible	Medium	June 2020	July 2020 August 2020 DP Updated September 2020 DP Updated November 2020 DP Updated January 2021 DP Updated February 2021 DP

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>DHT undertaking additional training on recognising and managing stress.</p> <p>Staff who are in vulnerable groups themselves or caring for others have been encouraged to contact their line manager to discuss their support needs.</p> <p>A stress risk assessment will be undertaken with any individual members of staff who require this.</p> <p>Employees are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc) through line managers. Wellbeing champions have been made aware of supports available on People anytime. (Lizzie Kay & Emma Davidson).</p> <p>-People Anytime: https://peopleanytime.aberdeencity.gov.uk/</p> <p>- EPS Site: https://sites.google.com/ab-ed.org/educational-psychology-service/wellbeing/staff-wellbeing</p> <p>Wellbeing check ins to be incorporated at regular staff meetings.</p> <p>Going home checklists have been displayed at exits and in Staffrooms.</p> <p>Employees are made aware of the impact of COVID 19 on their job/change of working environment. SLT have kept staff up to date with changes to guidance/plans in a timely manner and will continue to do so.</p> <p>Fancy Fun Fridays implemented September 2020 with weekly activities staff can opt in to (completed virtually).</p>						

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			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.						
		Phased Return Feb 2021 – SLT will have the opportunity to check in with the 'in school' team as at least one member of SLT will be on duty in school each day. For staff members working from home, opportunities to connect will be built into the working week e.g. digital break times/stage meetings.						
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>SLT will always ensure first aiders on site following appropriate ratios.</p> <p>Child Protection officer is Donna Polson and all staff have been made aware of this through virtual training.</p> <p>All ACC policies always adhered to.</p> <p>Staff working with children to continue to be calm, nurturing and caring, seeking confirmation from line manager if unsure of anything. Guidance from ACC Supporting Learners Workstream will support with this.</p> <p>Mental health and wellbeing remains a focus in the curriculum. Other agencies are contacted when necessary to support. A Wellbeing Web (SHANARRI) will be completed three times a year to monitor health and wellbeing of learners. From this, next steps and appropriate intervention is identified.</p> <p>Staff are undertaking additional training on supporting mental wellbeing.</p> <p>DHT + working group are reviewing our Positive Relationships & Behaviour Policy which will take account of nurture principles.</p>	P	Major	Possible	Medium	August 2020	<p>July 2020 DP</p> <p>August 2020 DP</p> <p>Updated November 2020</p>

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			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.						
Additional risk posed to pupils in shielding category.	Pupils in Shielding Category	<p>A letter sent from our Chief Education Officer requested that parents and carers of children on the shielding list seek medical advice on the suitability of in school attendance for children before the start of the new term.</p> <p>School Closures January 2021/Phased Return February 2021 – following government guidance, no child who is currently shielding is permitted to attend 'in school' either as part of their class if P1 to 3 or to access the keyworker/vulnerable childcare provision.</p>	P	Extreme	Possible	High	January 2020	<p>January 2021 DP</p> <p>February 2021 DP</p>
Virus transmission in the workplace	Staff, pupils, visitors (agreed only in advance)	<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. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>All necessary employees have completed a 'Checklist and Risk Assessment for Individual Worker re Covid-19'. Specific individual employee risk assessments have been undertaken for those who have a self-declared health condition which could increase their risk profile if they required access to the building in June. For the August return, relevant individual risk assessments will be updated as per the guidance we are returning to.</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	Extreme	Possible	High	June 2020	<p>July 2020 DP</p> <p>August 2020 DP</p> <p>November 2020 DP</p> <p>January 2021 DP</p> <p>February 2021 DP</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
		<p>Singing is not permitted in P1 to P7. In ELC singing should not happen indoors as an organised, large group activity. However, children sing naturally in the course of activities and play and should not be discouraged from doing so. Singing can also be used to comfort young children when necessary.</p> <p>All employees requested to attend Airyhall School should review this risk assessment, feedback any concerns and agree the content at school level. The risk assessment will be circulated to all staff and a copy shared with the school QIM and school TU reps.</p> <p>No member of staff / pupil who continues to be shielding (following advice of a clinician) will be allowed access to Airyhall School. They should continue to work/learn from home in keeping with Local Authority and Scottish Government guidance.</p> <p>Level 4 Update – a review of individual risk assessments for shielding staff will be completed if required (The Chief Medical Officer will issue a two-week fit note to applicable staff). Staff were advised by letter on the 23rd to seek advice but any who have been unable to do so should work from home in the meantime. When in receipt of guidance from the clinician/GP SLT will review the individual risk assessments with Employee Relations support when required).</p> <p>A letter sent from our Chief Education Officer requested that parents and carers of children on the shielding list seek medical advice on the suitability of in school attendance for children before the start of the new term.</p> <p>School Closures January 2021/Phased Return February 2021 – Following government guidance, all shielding staff must work from home until further notice and will be supported to do so if required.</p>						

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>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 email and online meetings. (i.e. line managers, HR) and shared with staff.</p> <p>In accordance with Scottish Government guidance, staff should wear face coverings in communal areas of the school e.g. corridors/staff room.</p> <p>Staff will follow ACC PPE Guidance. Refreshed guidance will be shared whenever necessary.</p> <p>At Level 4 Physical Education is not permitted indoors. All physical education must be delivered outdoors. Parents and carers are reminded of the need to provide suitable clothing/footwear for this.</p> <p>An additional risk assessment has been put in place for Christmas activities which has been shared with all staff.</p>						
Transmission of virus on fomites.	Staff, Pupils	<p>Library books and reading books will be quarantined for 72 hours before reissuing or returning to the library. The amount of infectious virus on any contaminated surface is likely to have decreased significantly after this time.</p> <p>Careful hand washing with soap and warm water/use of alcohol-based hand sanitiser before and after handling textbooks, jotters mitigates the need for quarantine for 72 hours before/after. As far as possible and in line with effective practice, staff should avoid touching their mouth, nose and eye area. Good hand hygiene should be sufficient to prevent transmission of infection from these items, even if they are contaminated, as long as the person handling the item does not touch their face between handling the</p>	P	Extreme	Possible	High	June 2020	August 2020 DP Updated November 2020 DP

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.						
		item and decontaminating their hands. Good respiratory hygiene ("Catch It, Bin It, Kill It) continues to be required and reinforced.						
Someone entering the workplace with COVID-19	Staff, pupils, visitors (agreed only in advance)	<p>RFM are responsible for ensuring that all companies who regularly attend Airyhall School premises or those we work alongside provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19. Unless in an emergency, contractors and ACC building services will attend the school building by appointment only. This must be confirmed with the Head Teacher.</p> <p>Staff are made aware of COVID-19 symptoms via training sessions and visual aids such as posters in key locations, email signatures.</p> <p>External visitors will be actively discouraged – posters will be displayed at all entrances/exits. 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>Where parents are asked to collect a child they are asked to wait outside the main entrance and phone the school.</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	June 2020	<p>July 2020 DP</p> <p>August 2020 DP</p> <p>February 2021 DP</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
		<p>Careful consideration will be paid when timetabling staff to limit the number of adults in a class at any one time as well as the number of classes a member of staff works with within a day.</p> <p>For the most part nursery staff will work with their key group only. Where staff do cover more than one nursery bubble, where possible they will be the staff member on outdoor duty when working with the second group.</p>						
Other Professionals/ Supply Staff	Staff, pupils, visitors	<p>In accordance with Education Routemap Planning we will manage the number of other professionals/ACC staff accessing the school building at any one time. At Level 4 such staff will only able to access</p> <p>Teaching and support staff - Staff can only attend 1 school</p> <p>Janitorial Staff - Where possible janitors limited to 1 school per week - additional control measures in place where this is not possible</p> <p>Peripatetic staff and Educational Psychologists - Face to face pupil support in base school only, base school determined by levels of risk across the service. Digital meetings only</p> <p>Allied Health Professionals / NHS Staff/Counselling services - Can only attend 1 school per week and only for critical face to face contact where there is a very high risk to pupil wellbeing</p> <p>Safeguarding (Police, Children's Social Work and Grampian Women's Aid) - Can only attend 1 school per week and only for</p>	P	Moderate	Possible	Medium	June 2020	<p>July 2020</p> <p>August 2020 DP</p> <p>Sept 2020 DP</p> <p>January 2021 DP</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
		<p>critical face to face contact where there is a very high risk to pupil wellbeing</p> <p>Student Placements - Should only attend one setting and be treated as a core member of staff. Virtual observations only.</p> <p>IT Analysts / Super Techs - No more than one school per week with no contact with staff and pupils.</p> <p>Partners - Sport Aberdeen (including Adventure Aberdeen and Active Schools, AFCCT, Mudpies). One school only.</p> <p>Our school risk assessment will be shared with such staff prior to work in the school or as soon as they start.</p> <p>Contractors / Building Services / Tradespeople - Visits to school premises for essential (health and safety) repairs and statutory maintenance and inspections only. Limited to 1 school per day where possible, and additional control measures in place where this is not possible.</p>						
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". Escorts and pupils to follow advice for public transport i.e. wearing of face coverings and maintaining physical distancing where possible.</p>	P	Moderate	Possible	Medium	June 2020	July 2020 August 2020 DP

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>Parking restrictions support maintaining social distancing. We have a reverse parking policy already established at Airyhall.</p> <p>On arrival at the site, employees/service users will thoroughly wash their hands in the sink within the community wing toilets for at least for 20 seconds or use hand sanitiser gel immediately on entry to the workplace after being outside.</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>Our car park is currently closed to parents and families (other than Blue Badge holders). They are encouraged to walk to school or make use of on-street parking around the school to 'park and stride'.</p> <p>The use of bike racks needs to be carefully considered, including requiring pupils to distance from other pupils ahead of them are parking their bikes. Signage will be available to reinforce this. If children are travelling to school via bike or scooter with their parents, wherever possible parents should take these away before entering the school grounds and take them home during the school day. This will be communicated it the 'Returning to Airyhall School' website which will be shared once we know the scenario we are returning to.</p> <p>Pupils are encouraged to maintain distance when placing bikes in the bike rack and additional bike racks are being installed to support this.</p>						
Entry and exit to building	Staff, pupils, visitors (agreed)	Entry and exits to the building/site will be planned and managed to support physical distancing within the building. Plans and videos for learners entering and exiting the building have been developed.	P	Major	Possible	Medium	June 2020	July 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
	only in advance)	<p>https://sites.google.com/ab-ed.org/school-return-august-2020/home</p> <p>When changes are made, parents are notified via email/newsletter and the site updated.</p> <p>Phased Return February 2021: Prior to children returning to the school building, parents/carers will be provided with information on entry and exit arrangements. For most children, this will be the same as before.</p> <p>Staff accessing the building during June/July were recorded on Trello and kept until no longer required.</p> <p>From August, entry and exit from a building involving signing in/out at reception using a whiteboard system where staff are required to move their own individual marker. Staff absences are recorded on CoreHR.</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 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, especially at entrances and exits and where people congregate.</p>						<p>DP</p> <p>November 2020 DP</p> <p>January 2021 DP</p> <p>February 2021 DP</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
		Signs displayed. They will be reviewed weekly by the office staff and replaced as necessary.						
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. Any training will be delivered digitally until guidance advises otherwise.</p> <p>We have created a Returning to School website containing information on the return to school for parents and learners.</p> <p><u>Prior to children returning in August:</u> All staff must complete health and safety orientation:</p> <ul style="list-style-type: none"> • Social distancing and one-way system plans have been shared with all staff and will be reinforced when pupils return to school for Orientation/Induction days. • Handwashing training (Completed and recorded on Google Form) • PPE Training (Completed and recorded on Google Form) • Updated First Aid Training (for relevant staff) • Updated Fire Evacuation Procedures. We will use our current fire evacuation routes however muster points have been spread out to ensure social distancing. <p><u>On first day of school entry</u> Service Users should complete health & safety orientations including:</p> <ul style="list-style-type: none"> • Social distancing between staff and pupils where appropriate • One-way system plans • Entry and exit arrangement • Handwashing locations • Effective handwashing/hand gel techniques. 	P	Major	Possible	Medium	June 2020	<p>July 2020</p> <p>August 2020 DP</p> <p>September 2020 DP</p> <p>January 2021 DP</p> <p>February 2021 DP</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
		<ul style="list-style-type: none"> Fire evacuation routes. <p>Phased Return February 2021: Prior to children returning to the school building, parents/carers and staff will be provided with information on entry and exit arrangements. For most children, this will be the same as before.</p> <p>All will take responsibility for challenging those not following guidance.</p> <p>Any new members of the staff to the team will receive the same information during their induction with a member of the SLT.</p>						
Personal Hygiene	Staff, pupils, visitors (agreed only in advance)	<p>Staff will follow good infection control guidance (Infection Prevention and Control in Childcare Settings (Day Care and Childminding Settings)).</p> <p>Handwashing procedure posters are displayed in areas where handwashing takes place.</p> <p>All staff/service users will wash hands or use sanitiser when entering the building and we will build handwashing into daily routine</p> <p>We have a large number of hand washing facilities throughout the school.</p> <p>Employees or service users who suffer dry skin/dermatitis will carry their own hand cream.</p> <p>Where tissues are used they will be binned immediately, then hands will be washed. Posters will be displayed to reinforce this. 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	Extreme	Likely	High	August 2020	July 2020 August 2020 DP

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/service users will be encouraged to tie back long hair where appropriate and change clothes daily.</p> <p>Handwashing will take place:</p> <ul style="list-style-type: none"> • When entering the building • After using the toilet • Before and after handling food • Before leaving the building/getting into their car • When arriving home • When changing rooms 						
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 break times and lunchtime for staff.</p> <p>Class groups will be kept separate where possible whilst indoors in classrooms. Year groups will be kept separate when outside in the playground.</p> <p>The gym hall and dining room will both be used at lunch time. This ensures 2m distancing between classes as well as between learners and staff.</p> <p>A system for ensuring children are distancing from kitchen staff has been identified and a video shared with all classes.</p> <p>In accordance, staff and children will keep a distance of 2m wherever possible. In keeping with the guidance, it identified that in ELC 'two metre distance distancing does not need to apply between adults and children in ELC'. This guidance can be applied in Early Years (P1 & P2).</p> <p>Social gathering amongst employees have been discouraged whilst at work.</p>	P	Major	Possible	Medium	June 2020	<p>July 2020</p> <p>August 2020 DP</p> <p>September 2020 DP</p> <p>January 2021 DP</p> <p>February 2021 DP</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
		<p>Staff requested to keep in touch through remote technology such as phone, social media and online meetings.</p> <p>Staff activities are segregated to promote 2 metres distance.</p> <p>A keep left system will operated in the main corridors. A one way system has been implemented on the stair cases with one stair case going in an upwards direction and one downwards.</p> <p>Office desks are arranged to maintain a minimum of 2 meters from each other, with employee's not facing each other where possible (e.g. in offices).</p> <p>Signage is displayed on doors e.g. offices/staffrooms to inform people of the capacity of each room/office e.g. Staffrooms. For example only one member of staff is permitted to enter the reprographics room at any one time.</p> <p>Through orientation and ongoing reminders all will maintain 2m distancing where possible. Posters will be displayed to reinforce this.</p> <p>Physical contact will be minimised and only take place where a risk assessment has been completed and appropriate PPE arrangements are in place (Education PPE Guidance). A register of training is held on Google Forms.</p> <p>PPE guidance was re-shared Sept 2020 to keep this fresh in staff's minds.</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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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 & 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. Items to be used by individual pupils will be kept in individually named tote trays.</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. These will be displayed on posters on the doors.</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>Phased Return February 2021: Each class bubble will be kept separate from all other class bubbles. The P4 to P7 Keyworker and Vulnerable hub children will form their own bubble. Nursery children will remain within their own group whilst in the nursery setting.</p> <p>P4 to P7 children will be encouraged, where practically possible, to maintain distance from each other however the age and stage of the children will mean that children will be required to play with each other. P4 to P7 children will maintain distance between each other accessing their online learning and at when eating lunch.</p>						

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			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.						
Dining arrangements	Staff, pupils, visitors (agreed only in advance)	<p>All service users will have access to school dinners or will be able to take a packed lunch to school.</p> <p>Any uneaten food / waste wrappers etc will be taken home, to help reduce the risk of infection spread</p> <p>A rota system will be put in place for the dining room. Children will be seated in the dining room/gym hall in class groupings.</p> <p>Lunchtime supervision will be provided by Pupil Support Staff.</p> <p>Early Years dining will be within the setting area to ensure that children can remain within the space and rolling snack may be offered to limit numbers in kitchen / dining areas. We will review procedures once further guidance is published.</p> <p>Lunch time arrangements for staff:</p> <ul style="list-style-type: none"> • Tables and chairs have been organised to ensure social distancing arrangements. • Do not share items that come into contact with your mouth such as cups & bottles. • Staff to provide and use their own cups and cutlery where possible. • Minimise sharing of items such as dishes, pencils & towels • Numbers of staff in a room to be restricted to comply with capacity figures. 	P	Moderate	Possible	Medium	June 2020	<p>July 2020</p> <p>August 2020 DP</p> <p>September 2020 DP</p> <p>January 2021 DP</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
		<ul style="list-style-type: none"> A Cleaning schedule has been provided for staffroom touch points to be cleaned when used. <p>If tables and chairs within the area are used these should be wiped down before and after use with the provided disinfectant and paper towels.</p> <p>Staggered break times have been in place since school returned in August, will allow staff to have lunch in the area whilst maintaining social distancing. As there is only one entrance/exit to the staffroom, all staff are to remain acutely aware of maintaining social distancing within this area.</p> <p>Staff should bring their lunch into the school in clean plastic containers that can be removed at the end of the day.</p> <p>Only perishable items to be stored in any fridge. All items in containers to be wiped down with disinfectant before the item is stored in the fridge.</p> <p>Staff should wash hands before placing items in the fridge and after replacing items in the fridge; this will ensure they have no contamination from the items if previous control mechanisms have broken down.</p> <p>Sanitiser is available on every table used by staff in the staff rooms. This is to support hygienic removal of face masks prior to eating etc.</p> <p>Phased Return February 2021: Each class bubble will be kept separate from all other class bubbles at lunch time. Each group will be kept at least 2m apart from other groups.</p> <p>The P4 to P7 Keyworker and Vulnerable hub children will form their own bubble and will eat lunch at a different time to the P1 to</p>						

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.						
		P3 children. P4 to P7 children will be seated with increased distance between each group member.						
Use of Toilets	Staff, pupils, visitors (agreed only in advance)	<p>As pupils are no longer required to socially distance, restrictions on toilets has been relaxed in the primary school. We have continued to plan for each class to have a separate cubicle for the toilets during in class time. Pupil toilet blocks will become unisex and each class will be allocated a separate cubicle. Each cubicle will be labelled for use by individual classes. Staff will ensure that children are familiar with which cubicle they are to use during their induction/orientation day.</p> <p>At lunch time, toilet cubicles have been identified for each year group. Touch points are cleaned between staggered lunch times.</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. When young children return from the toilet staff will check that they have washed their hands and prompt them to do so at the nearest sink if there is any doubt. Posters on how to effectively wash hands will be displayed in all toilet areas. Due to the layout of our toilet blocks, we can still maintain privacy whilst propping open the external doors. This will ensure that pupils avoid contact with the handles of these doors.</p> <p>Staff have been allocated specific toilets to use whilst in the school building. Posters remind staff of handwashing technique.</p>	P	Moderate	Possible	Medium	June 2020	July 2020 August 2020 DP November 2020 DP January 2021 DP
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) 	P	Major	Possible	Medium	June 2020	July 2020 August 2020 DP

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"> • a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) • loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal <p>Follow current NHS guidance https://www.nhs.uk/conditions/coronavirus-covid-19/ All school staff will be asked to familiarise themselves with the local 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. The class will be covered by a member of SLT until a supply teacher can be identified. • If they are unable to leave immediate, a symptomatic staff member must isolate in one of the isolation rooms until they have arranged transport home. <p>Service User</p> <ul style="list-style-type: none"> • Two isolations rooms within the building (near to the exit) identified in case of any individuals who present as unwell during the session. • Emergency contact list accessible and up to date. Parents will be reminded to update contact details via Groupcall in August. • Request for immediate collection by parents/carers. • On collection, immediately leave the building and go directly home. 						

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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
		After the isolation room has been used, the School Administrator notifies the relevant parties (including RFM) and a deep clean is arranged.						
Administering First Aid during Covid-19	Staff, pupils.	<ul style="list-style-type: none"> As in normal circumstances, First Aid is administered by trained first aiders. Due to the close contact, staff identified as high risk are asked to avoid carrying out first aid wherever possible. Disposable gloves and disposal plastic apron should be worn to administer all First Aid due to the need for physical contact. In adults, it is recommended that you do not perform mouth-to-mouth ventilation – perform chest compressions only. Compression-only. CPR may be as effective as combined ventilation and compression in the first few minutes after non-asphyxial arrest (cardiac arrest not due to lack of oxygen). Cardiac arrest in children is more likely to be caused by a respiratory problem (asphyxial arrest), therefore chest compressions alone are unlikely to be effective. During asphyxial arrest mouth-to-mouth compressions will be made, use a resuscitation face shield where available. First Aid trained staff who are not deemed as being 'at greatest risk' will perform CPR if required. The risk of cross infection is very small and set against the inevitability that a person in cardiac arrest will die if no assistance is given. First Aiders should always shout for help and dial 999 prior to beginning to perform CPR. Those who administer CPR require to carefully monitor themselves for symptoms of possible COVID-19 over the following 14 days, unless the individual had been confirmed to be positive for SARS-CoV-2 in the last 10 days. In this scenario of direct mouth-to-mouth contact with a known case, <u>advice on self-isolation</u> should be followed. Should you develop symptoms you should follow the advice on what to do on the <u>NHS website</u>. 	P	Major	Unlikely	Medium	Sept 2020	September 2020 September 2020 DP

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"> It is likely that the child/infant having an out-of-hospital cardiac arrest will be known to you. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child. <p>Additional information on resuscitation can be found on the https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19</p> <p>Risk assessments are provided for individuals who may require specific medical care.</p>						
Distribution of Lateral Flow Testing Kits	Staff	<ul style="list-style-type: none"> Office Staff will oversee distribution and logging of lateral flow testing kits. <ul style="list-style-type: none"> Covid Coordinator: Frances Brown Registration Assistant – Stacy-Ann Bartholomew All staff working on site will be offered the opportunity to participate in Covid Lateral Flow Testing programme. Staff must give informed consent (via Google Form) issued before test kits are provided. Office staff will log test kits received and issued to staff. Bulk supplies Lateral Flow Test kits will be stored in a cupboard within Stacy's office. These will not be accessible to other staff/pupils etc. Staff will observe good hygiene when handling test kits. Appropriate PPE (IIR masks and gloves) will be worn. Supplies of Lateral Flow Test kits being distributed on a given day will be stored in a cupboard within the main office. These will not be accessible to other staff/pupils etc. Lateral Flow Test kits will be distributed from the window at the main office on the allocated day for staff to collect. 	P	Moderate	Possible	Medium	In time for test kits arriving on 11/02/21	Feb 2021

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<ul style="list-style-type: none"> Staff will collect kits on identified day and will maintain 2m distance from other members of staff. Staff distributing kits observe good hygiene when handling test kits. Appropriate PPE (IIR masks and gloves) will be worn. Staff collecting their kit must wear IIR masks. Staff will be provided with information (written information and video links) on how to carry out the tests as provided by NHS Test & Protect. These tests should be carried out at home on Wednesdays and Sundays. It will be reinforced to staff that this is asymptomatic testing only. Staff with symptoms must book a Covid test if these occur. 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. 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. SLT will make contact with QIM and advise member of staff to isolate until PCR test result is received. Any staff called in at short notice to cover will be offered the opportunity to test at least 30minutes before the start of the school day if they have given consent. 						
Cleaning and hygiene measures								
Environmental Cleaning	Staff, pupils, visitors (agreed only in advance)	<p>A deep clean of the property has been undertaken by RFM cleaning staff (June/July 2020).</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	July 2020 DP

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Cleaning Frequency	Staff, pupils, visitors (agreed only in advance)	<p>The ongoing cleaning frequency is made sufficient enough such that cleaning can be undertaken daily and supplementary sanitisation by RFM janitorial staff when site/building/premises is occupied.</p> <p>Cleaning schedules have been provided for staff to follow throughout the day.</p> <p>Toilets and washrooms will be cleaned daily by RFM 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).</p> <p>RFM staff are responsible for an additional two cleans of high frequency touchpoints e.g. door handles, handrails etc.</p>	P	Moderate	Possible	Medium	In place from 11th August and ongoing	July 2020 DP Updated September 2020
Commonly touched surfaces	Staff, pupils, visitors (agreed only in advance)	<p>Additional sanitisation of taps and flush handles will be undertaken by RFM janitorial services on a regular basis during the school day. All other areas will be cleaned by RFM 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.</p> <p>Sanitising wipes and disinfectant spray 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.</p> <p>Where practical, soft furnishings are removed to minimise the areas where viruses can be difficult or time consuming to remove. Rugs and mats are removed where safe to do so to make cleaning</p>	P	Moderate	Possible	Medium	In place from 11th August and ongoing	July 2020 DP

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>and disinfection of floors easier. One rug is required to be used by one child. This child will be the only person who will use this.</p> <p>Staff with medical conditions who cannot sit on wooden chairs will be provided with a soft chair. These will be labelled with their name and only be used by the individual.</p> <p>Blinds will only be operated by class teacher in the room. Where the room is shared, the mechanism will be disinfected before and after use.</p> <p>Appropriate cleaning products are used during daily preventative clean regime.</p> <p>Staff should where possible avoid touching common pieces of equipment such as photocopiers/printers/scanners/faxes and use only dedicated work equipment on the workstations. Where this is not possible, staff should wash their hands or use sanitizer before and after each use.</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) is being provided by the Central Team.</p> <p>Correct PPE is provided for the use of cleaning materials.</p>	P	Moderate	Possible	Medium	In place from 11th August and ongoing	August 2020 DP
Housekeeping	Staff	Appropriate cleaning products will be provided, so that staff can frequently clean their work stations during the day.	P	Moderate	Possible	Medium	In place from 11th	July 2020 DP

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 provided with waste bins lined with a plastic bag so that they can be emptied by RFM staff without contacting the contents.</p> <p>RFM staff are instructed that the emptying of bins and wastepaper baskets should be followed by hand washing.</p> <p>RFM Staff to clean the building in keeping with ACC expectations which are aligned to the national guidance</p> <p>During each session, cleaning and disinfection of frequently touched objects and surfaces (e.g. telephones, keyboards, mouse, door handles, desks, tables) should be undertaken by staff with surfaces being wiped when leaving for the day.</p> <p>Wherever possible telephones should not be shared to further reduce risk. Where this is not possible they will be wiped between uses using a wipe.</p> <p>Disposable wipes should be placed in a bin.</p> <p>Blue paper roll will be used in place of clothes.</p> <p>A clear desk policy will apply in order to minimize the risk of a spread of infection</p> <p>Telephones should be sanitized before use given how closely they are held to the face. Staff should not share equipment wherever possible.</p> <p>Doors entry where there are push buttons or other manual exit requirements will be cleaned as for high contact points.</p> <p>Water fountains will not be used and will be marked as not in use to drink directly from. They can be used to refill water bottles.</p>					August and ongoing	<p>Updated Sept 2020</p> <p>Updated November 2020</p>

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.						
		Specific bins have been provided for the disposal of PPE.						
Close contact / Spillages – bodily fluids, blood, vomit	Staff, pupils, visitors (agreed only in advance)	<p>Employees will follow ACC PPE Guidance and should wear appropriate PPE including Fluid resistant face masks (type IIR) for where staff will provide intimate care or have direct contact with children:</p> <p>Office staff 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>PPE Order</p> <p>Central Order of</p> <ul style="list-style-type: none"> • Gloves • Aprons • Face Masks • Hand Sanitiser <p>Local order of</p> <ul style="list-style-type: none"> • Tissues 	P	Moderate	Possible	Medium	In place from 11th August and ongoing	July 2020 DP

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

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Fire Safety Systems / Emergency Lighting - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Fire, heat, burns, smoke inhalation	Staff, pupils, visitors (agreed only in advance)	Responsible person (RFM Staff or Contractors) have carried out checks on the Airyhall School building in the following areas: Emergency lighting suitable, sufficient and maintained. Suitable number fire extinguishers available in required locations. The sprinkler system including head's maintained. Dry / wet risers inspected and maintained. Fire blankets available in required locations. Fire alarm and detection system for the building tested, inspected and maintained. Means of escape clearly identified for all areas in the school. Fire doors provided and maintained in good working order. Building has suitable lightning conductors / protection. The fire risk assessment suitable & sufficient / current.	P	Extreme	Possible	Medium	August 2020	June 2020 DP RFM Staff/ Contractors
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, pupils, visitors	Workplace temperatures are not too hot or too cold (at least 17 degrees Celsius). Lead janitors for RFM undertake temperature checks of building.	E	Minor	Possible	Low	June 2020	June 2020 DP

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)	RFM staff can change heating levels when required. Windows are required to be kept open. Staff and children are encouraged to wear additional layers if necessary. Staff are provided with ACC guidance/flowchart to support adequate ventilation and thermal comfort.						Updated November 2020 DP
Ventilation	Staff, pupils, visitors (agreed only in advance)	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 service. DHTs check daily that windows have been opened in all classrooms Staff are provided with ACC guidance/flowchart to support adequate ventilation and thermal comfort.	E	Minor	Possible	Low	June 3020	June 2020 DP Updated September 2020 Updated November 2020 DP
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, pupils, visitors (agreed	Gas installations e.g. boilers been inspected, tested and maintained at required frequencies.	P	Extreme	Possible	High	August 2020	June 2020 DP

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)	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. No gas cylinders are held on site.						
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, 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. All other outlets to have been run for 5mins to eliminate standing water, prior to staff returning. At Airyhall all this work is undertaken by RFM.	P	Major	Possible	Medium	August 2020	June 2020 DP
Drinking water	Staff, pupils, visitors (agreed only in advance)	Drinking water facilities will not be in use. Water fountains will only be used for the purposes of refilling water bottles and buttons will be wiped clean after use.	P	Moderate	Possible	Medium	August 2020	June 2020 DP

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Statutory Inspections	Staff, visitors, pupils	Responsible person (RFM arranged) has carried out checks on your building. 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	June 2020 DP
Lift Statutory Inspections	Staff, visitors, pupils	The thorough examination, inspection, testing and maintenance records for the lifts in date and held by RFM.	P	Major	Possible	Medium	August 2020	June 2020 DP
Plant and Equipment	Staff, visitors, pupils	<p>There is a planned preventative maintenance schedule and inventory available via RFM. Machinery is not held on site. Contractors/RFM staff are responsible for security and maintenance of their own equipment.</p> <p>The safety devices and controls e.g. emergency stops, light guards e.g. in kitchen etc been checked to ensure safe operation.</p> <p>Defective equipment been taken out of service awaiting repair.</p> <p>Enough space is available for personnel to undertake their tasks safely and comfortably.</p> <p>Personnel have the appropriate competences and/or trained to use machines/work equipment.</p>	E	Major	Possible	Medium	June 2020	June 2020 DP

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
Signed: Name:	<i>D Polson</i> Donna Polson	Assessment Date: July 2020	Further action required: Yes			Action Review Date(s): August 2020/Sept 2020/November 2020/January 2021/ February 2021 Next Review Date: August 2020/Sept 2020/October 2020/January 2021/February 2021/ March 2021				

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	Completed DP
A3	Tracking system to be developed and maintained for vulnerable staff	June 2020	CJ/P&O/line managers	ACC System in Place – Core HR
A5c	Guidance on school building arrangements for each building to be created and circulated as appropriate	June 2020	HTs /Corporate Landlord	Completed DP
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	Completed DP

B6/B7	Contractor and visitor to schools protocol and policy to be updated and shared with all schools	June 2020	Corporate Landlord	Advised Centrally
B8	Co-ordinated procurement of PPE including hand sanitiser and cleaning materials	June 2020	FL/H&S	Completed Centrally
C	Soft furnishings/blinds/mats etc to be removed where safe to do so	August 2020	HTs /Corporate Landlord	Completed DP
C1	Each school building to be deep cleaned before staff and/or pupils return	June 2020	Facilities	Completed – RFM Staff
C2-4	Cleaning guidance issued to all schools	June 2020	Facilities	Issued to RFM
C8	Provision of appropriate cleaning products and usage instruction to school staff	June 2020	Facilities	Completed DP
D1-6	All required building related safety inspections undertaken and completed	August 2020	Corporate Landlord	Advised Completed
Additional Comments				

Signed:

D Polson

Date:

August 2020

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)

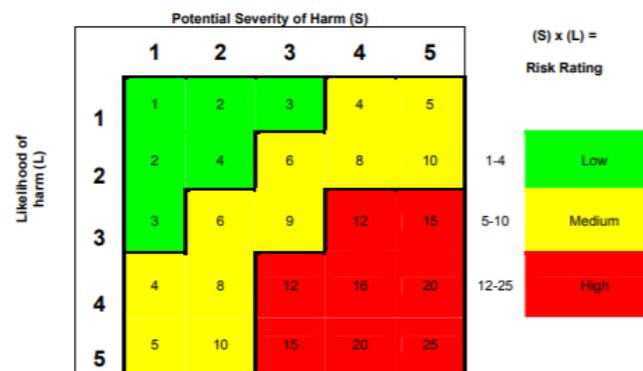
This is the likelihood that an event will occur

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:



1 - 4 Low	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.
5 - 10 Moderate	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
12 - 25 Unacceptable STOP!	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