

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: Hanover Street School, Beach Boulevard Aberdeen AB24 5HN
Service manager: Chief Education Officer
Inspection Undertaken by: Alan Markey Head Teacher
Approved by: Mark Askew, H&S

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	To be reviewed on a regular basis and per employee request.
2.	Have you engaged with Trade Unions and staff during the reinstatement of the work process and in the drafting of this risk assessment to consider work processes and required controls?	Y	Green	Risk assessment to be shared with all staff, TUs and in line with SG guidance
3.	Are you tracking people who have been identified as high risk/are shielding.	Y	Green	Employees absence recorded within CoreHR. The risk assessment should be 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	Ongoing review with individual members of staff and in response to staff questionnaire. Staff who are not working directly with children will continue to work from home/remotely.
5.	Can all staff maintain the Scottish Government guidelines for social distancing based on your industry (The latest Social Distancing Guidelines available here). These could include but are not limited to the following:	Y	Amber	<p>2 m distancing should be maintained between staff, other adults, and between staff and pupils. Classrooms are arranged so that staff can maintain 2 m distancing (e.g. staff workstation 2m from nearest pupil desks). Teacher / staff workstations will be wiped down between each use by different individuals, hand washing facilities / hand sanitiser available.</p> <p>Pupils assigned to learn within specific groups (where possible) for the duration of the school day to avoid large gatherings / groups and spaces / areas becoming crowded.</p> <p>However, this may be compromised by 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 available for any members of staff who require to come into close contact (within 2 m of a pupil (e.g. for additional support needs, first aid, etc.).</p> <p>Staffroom altered and numbers limited to take account of social distancing. Staff will need to bring their own food and drinks.</p>
5a	Are you able to segregate staff's activities to promote 2 metres distance?	Y	Amber	<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 in corridors if 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, cutlery and drinks</p>

5b	Are you able to limit the amount of contact staff have with each other to 15 minutes or less	N	Amber	<p>Staggered breacktimes allows for limited contact between small groups of staff for a maximum of 15 minutes.</p> <p>At lunchtime, staff will have increased contact of up to 20 minutes however this will be in smaller groups as times are staggered and in a staff room that is set up to adhere to 2m distancing.</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	A system of keeping left has been identified. Distance markers, signage in place for staff and pupils. All pupils and staff have been briefed.
6.	Have staff been trained / notified before returning to work on any new procedures.	Y	Green	<p>Handwashing</p> <p>PPE</p> <p>Social Distancing</p> <p>Keeping to the left when moving around corridors and stairs</p> <p>Training completed by all staff</p> <p>Face masks to be worn in communal areas</p>
7.	Have staff been instructed on how to hand wash effectively, for the suggested duration and maintain good hygiene practices.	Y	Green	<p>As above</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	Green	<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 (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>Staff will not socialise on corridors or in each other's classrooms and staff should not congregate in the staff room at any other time other than their allocated time during break and lunchtime.</p>
9.	Have staff been trained on what to do if they are experiencing COVID-19 symptoms.	Y	Green	Reissued within Risk assessment updates and PPE Guidance during staff training – signed off by staff 11 th August

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	Add travel to risk assessment All meetings with supporting partners/agencies to be conducted via Microsoft Teams /Google meets
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11.	Are staff aware of the testing scheme?	Y	Green	<ul style="list-style-type: none"> • SLT will oversee distribution and logging of lateral flow testing kits. <p>Covid Coordinator: Alan Markey</p> <p>Registration Assistant: Gillian Forbes</p> <p>All staff working on site will be offered the opportunity to participate in Covid Lateral Flow Testing programme.</p> <p>Staff must give informed consent (via Google Form) issued before test kits are provided.</p> <p>SLT will log test kits received and issued to staff.</p> <p>Bulk supplies Lateral Flow Test kits will be stored in a cupboard within HT office. These will not be accessible to other staff/pupils etc.</p> <p>Staff will observe good hygiene when handling test kits. Appropriate PPE (IIR masks and gloves) will be worn.</p> <p>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.</p> <p>Lateral Flow Test kits will be distributed from outside HT office on the allocated day for staff to collect.</p> <p>Staff will collect kits on identified day and will maintain 2m distance from other members of staff.</p> <p>Staff distributing kits observe good hygiene when handling test kits. Appropriate PPE (IIR masks and gloves) will be worn.</p> <p>Staff collecting their kit must wear IIR masks.</p> <p>Staff will be provided with information 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.</p>
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				<p>It will be reinforced to staff that this is asymptomatic testing only. Staff with symptoms must book a Covid test if these occur.</p> <p>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.</p> <p>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.</p>
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B: Travel, Access & Egress – Consider how your employees will travel to work, travel for work, access and exit work safely.

No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Are you able to implement sufficient parking restrictions to maintain social distancing measures, where car use is required to perform a role?	Y	Green	Schools to adopt car park protocol (e.g. all reverse parking to limit exiting cars at same time). For example, specifying who can use parking areas, information to users, signage, etc. as necessary to remind users of car park to maintain social distancing. Reminder to Home School Liaison Officer (HSLO) if return to normal duties are implemented.
2.	Are workers required to use either their own vehicle or company vehicle to travel to their task?	Y	Green	Staff at Hanover Street to reverse park to avoid people getting out of cars on the same side.
3.	Are workers avoiding public transport where applicable and using alternatives (e.g. cycling, walking to work etc).	Y	Green	Where possible private transport is to be used to restrict additional contact with the public. Any employee required to use public transport is asked to wear appropriate face coverings in line with Scottish government guidelines.
4.	Have you considered staff that are required to vehicle share for their role and whether this could continue?	Y	Red	N/A
5.	Has the entry and exits to the building/site been limited to the minimum number of points required.	Y	Green	School car park will only be available for staff. Parent / pupil vehicles will not be allowed to enter the car park unless a pupil has a disability. Entry points maximised. and detailed arrangements set out in School Return Plan.

6.	Has access to the building/site been restricted to visitors and contractors etc.	Y	Green	<p>Essential personnel by prior arrangement / appointment only – all protocols to be observed.</p> <p>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.</p> <p>Other essential visitors only where the impact of non-attendance would cause further harm (e.g. essential maintenance contractors, Educational Psychologist)</p> <p>Schools with open play areas will need to consider the impact of this within their risk assessment</p>
7.	Is it practicable to confine visitors to strictly defined areas and avoid unnecessary movements around the building?	Y	Green	<p>Parents will be asked not to enter the building. If they need to speak to a member of school staff, they should telephone or email in the normal way. All visitors to arrange appointments and sign in/out and leave contact details (reception staff/school administrator to take visitor details for Test and Protect purposes and to reduce risk of virus transmission). 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.</p>
8.	Have appropriate hand wash stations (toilets) and/or hand sanitiser pump action containers been made available in every work area and on main travel routes through the building/site including access and egress areas.	Y	Green	<p>Hand sanitiser stations were available at each usable entrance point to the building as there is no immediate access to soap and water in these areas. Stocks will be checked and recorded daily by a Janitor/designated PSA.</p>
9.	Is advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and were people congregate.	Y	Green	<p>Children and staff will be reminded to wash their hands with soap and water for at least 20 seconds, use an alcohol hand sanitiser when entering the building, before eating or handling food, after blowing their nose, sneezing or coughing, and after going to the toilet.</p> <p>Children and staff will be reminded to avoid touching their eyes, nose or mouth, especially with unwashed hands. Posters and signage will be displayed around the school to remind everyone of the need for regular handwashing. Staff will support children to understand the importance of closely following these routines as part of their daily timetable, and younger children will be supervised to support their engagement with these essential hygiene practices. All signage will be in line with up-to-date Scottish Government guidance.</p>
10.	Are the signs displayed reviewed and replaced as necessary?	Y	Green	<p>All relevant signs printed and displayed in required areas.</p>

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	Cleaning has been ongoing throughout January and February.
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 and PSAs 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, PSAs will disinfect resources between 2.00 – 2.30 every day. Items that cannot be disinfected easily eg books will be subject to 72 hour quarantine. Items which cannot be effectively disinfected between uses will be temporarily taken out of use.
4	Have persons undertaking the cleaning been instructed with clear safe usage instructions.	Y	Green	All FM staff are trained in the safe methods of work for activity within their service areas. COVID-19 specific risk assessments have been completed and shared with all staff. Supplementary service specific FAQ's have also been prepared and shared with staff upon their return to work.
5	Can where practical curtains and blinds be removed to minimise the areas where viruses can be difficult or time consuming to remove.	Y	Green	The class teacher is the only member of staff permitted to touch and sanitise the roller blinds in each learning and teaching area. This applies to nominated members of staff in the nursery setting and SLT/school offices.
6	Can blinds be kept opened and locked if they cannot be removed.	Y	Green	As above
7	Can rugs and mats be removed where safe to do so to make cleaning and disinfection of floors easier.	Y	Green	All lifted and removed from classrooms and stored away in designated temporary storage area.
8	Have staff been provided with appropriate cleaning products so that they can frequently clean their own work stations during the day.	Y	Green	Products to be ordered by individual schools through PPE order form. School administrator is responsible for this. 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	Amber	Completed as of 26.03.2021
2.	Ventilation / Humidity / Lighting & Heating.	Y	Green	Ongoing
3.	Gas Installations.	Y	Green	FM confirmed that all checks are complete as of 29.06.2020.
4.	Legionella Controls.	Y	Green	Completed 09.02.2021
5.	Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance.	Y	Green	FM confirmed that all checks are complete as of 29.06.2020.
6.	Lift Statutory Inspections.	Y	Green	Completed Monday 15.02.2021

Signed:



Date: 10.01.2022

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	Regular communication is in place (individual and group) to ensure staff are not ill-informed about returning to work safely. All staff communicated through Google Meets/E-mail/Messenger groups/Individual phone calls as necessary. New workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in procedures and policies and disseminated to employees by Head Teacher. Line managers are aware of how big changes to working arrangements may cause additional work-related stress and affect	E	Major	Possible	Medium	June 2020	AM (reviewed Feb 21)

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>their employees' mental health and wellbeing. Regular contact and reassurance provided to all staff by SLT. A wellbeing champion appointed. Staff have been supporting each other too which underpins collegiality at Hanover Street School.</p> <p>Guidance for managers and employees on the Zone. https://peopleanytime.aberdeencity.gov.uk/coronavirus-advice-for-employees/</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 Alan Markey (HT) Gillian Forbes (DHT). Managers are trained to recognise signs and symptoms that a person is working beyond their capacity to cope and deal sensitively with employees experiencing problems outside of work.</p> <p>Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs</p> <p>A review of stress risk assessment was undertaken in August to reflect new working arrangements. See here HSS - Stress Risk Assessment App 2 V2</p> <p>Staff are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc) through SLT.</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
		Staff are made aware of the impact of COVID 19 on their job/change of working environment.						
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 and Seesaw. Person centred risk assessments will be undertaken for relevant individuals in consultation with parent/carers.</p> <p>Ensure first aiders on site at all times following appropriate ratios. (All PSAs and nursery staff first aid trained)</p> <p>Ensure named Child protection officer available within each setting - Alan Markey (HT) - Gillian Forbes (DHT) in his absence</p> <p>All ACC policies adhered to at all times.</p> <p>Staff working with children to continue to be calm, nurturing and caring in line with school's positive behaviour and relationships strategy, seeking confirmation from line manager if unsure of anything. Curriculum support through Bounceback!</p>	P	Major	Possible	Medium	June 2020	
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 and book a PCR test.</p> <p>As of 6th January 2022:</p> <p>If you have any COVID-19 symptoms – a new continuous cough, high temperature or loss/change of taste/smell - you should Self isolate and book a PCR test as soon as a slot is available.</p> <p>Any adult who is fully vaccinated (2 Vaccines and Booster) and identified as a close contact should:</p> <ul style="list-style-type: none"> Carry out an LFD test. 	P	Extreme	Possible	High	June 2020	AM (reviewed Feb 21)

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"> • If Positive, isolate for 10 days • A fully vaccinated person may leave self isolation after 7 days if they can evidence 2 negative LFDs, one on day 6 and one on day 7. No less than 24 hours apart. • If the results of these are positive, they should continue to self-isolate until 10 days have been completed in line with NHS guidance. This states that they should remain at home and should not go to work, school, public areas or use public transport. They should not go out to buy food or other essentials; • If the test is negative and the close contact remains without symptoms, they may end self-isolation and take 7 daily LFD tests as an alternative to isolation so long as they do not have symptoms and test negative each day. • Close contacts should remain vigilant and if symptoms newly develop at any time, they must follow NHS guidance, self-isolate immediately and carry out an LFT. <p>Any adult who is not fully vaccinated should:</p> <ul style="list-style-type: none"> • Self-isolate immediately for 10 days from symptom onset in the symptomatic person and carry out an LFD; • If the test is positive, they should continue to self-isolate in line with NHS guidance. • If the test is negative, still continue to self-isolate in line with NHS guidance. This is because a test cannot indicate whether someone is incubating the disease, and therefore may go on to develop it after a test is taken. 						

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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>From 6th January 2022 anyone under the age of 18 identified as a close contact should:</p> <ul style="list-style-type: none"> • self-isolate immediately and take an LFD test.; • If the test is positive, they should continue to self-isolate in line with NHS guidance. • If the test is negative, and the child or young person remains without symptoms, they may end self-isolation and take 7 daily LFD tests as an alternative to isolation so long as they do not have symptoms and test negative each day. • If they need support, and cannot get this from friends or family, the National Assistance Helpline is there to help and can be reached on 0800 111 4000. <i>The local number is 0800 0304 713</i> <p>Information on who is considered to be at highest risk is available at Coronavirus (COVID-19): shielding advice and support - gov.scot (www.gov.scot) along with advice and support for this group, including attending work and school.</p> <p>The Chief Medical Officer has written to everyone on this list in relation to the move to level 0. His advice is that people at highest risk can now follow the same advice as the rest of the population in the context of our cautious approach to easing restrictions. The Chief Medical Officer's advice to everyone on the list is that it is currently safe</p>						

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		<p>to go into work if you cannot work from home and that it is safe to use public transport.</p> <p>All staff are requested to wear a face covering in communal areas and when supporting learners within 2m for any length of time, staff must wear a fluid resistant facemask.</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 Hanover Street School building should review this exemplar risk assessment, feedback any concerns and agree the content at school level.</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>All employees on school site have been offered participation in the voluntary LFD testing programme. SLT will oversee distribution and logging of lateral flow testing kits.</p> <p>Covid Coordinator: Alan Markey</p> <p>Registration Assistant: Gillian Forbes</p>						

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		<ul style="list-style-type: none"> • Staff must give informed consent (via Google Form) https://forms.gle/yMCV3J7YYSh55VYb6. issued before test kits are provided. • SLT will log test kits received and issued to staff. • Bulk supplies Lateral Flow Test kits will be stored within HT office. These will not be accessible to other staff/pupils etc. • Staff will observe good hygiene when handling test kits. Appropriate PPE (Fluid resistant masks and gloves) will be worn. • Lateral Flow Test kits will be distributed from outside HT office on the allocated day for staff to collect. • 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 (Fluid resistant masks and gloves) will be worn. • Staff collecting their kit must wear Fluid resistant face masks. • Staff will be provided with information 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 follow self-isolation guidelines. 						

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
Someone entering the workplace with COVID-19	Staff, pupils, visitors (agreed only in advance)	<p>External visitors to the Hanover Street School building will generally not be permitted. Where possible all appointments to be pre-arranged 3-4 days in advance of visit. The only exceptions to this will be for:</p> <ul style="list-style-type: none"> Local authority officers required to visit the school to provide essential support to pupils or staff (by pre-arranged appointment only) Supply staff Additional Need support – <i>eg Educational Psychologist</i> Contractors required to access the main building or grounds to undertake essential planned maintenance or repairs pre arranged with FM/Janitorial service. Contractors working on a closed construction site within the school building or grounds, where appropriate measures have been taken to entirely separate the construction site and contractor personnel from the rest of the school, and the work has been approved to go ahead by Facilities Management. Any other visitors required to enter the building for emergency purposes, including emergency repairs <p>We request that companies who regularly attend our premises or those we work alongside us to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19.</p> <p>Staff are made aware of COVID-19 symptoms via training sessions and visual aids such as posters in key locations, screensavers</p>	P	Extreme	Possible	High	June 2020	AM (reviewed Feb 21)

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>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. Signage will be displayed at school entry point to explain this.</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>						
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>Staff are encouraged to travel individually however 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", ventilation (if car sharing) and good hand hygiene</p> <p>Parking restrictions - agreed reverse parking to limit possible exiting of cars from same side</p> <p>On arrival at the site, employee will use hand sanitiser gel immediately on entry to the workplace or will thoroughly wash their hands with soap and water in the accessible toilet on the ground floor.</p> <p>Children are encouraged to avoid travelling to school on either public or school transport with walking/cycling being promoted where safe to do so. All pupils will be encouraged to walk/cycle to school. The use of bike racks will be carefully managed with</p>	P	Moderate	Possible	Medium	June 2020	AM Aug 20

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>physically distanced queue outline visible. Signage will be displayed to support this.</p> <p>Where walking is not appropriate and where parents/carers transport by private car, careful consideration has been given to travel plans with sites identified for "Park and Stride" routes identified out with the school site. Parking spaces are available on the beach boulevard and at the beach retail park. We ask all families to comply with road safety and to not park in prohibited spaces.</p> <p>Parents/carers are strongly encouraged to use these points to minimise activity around the school gates.</p> <p>Restrictions will be put on entering the school car parks (front & rear) and only parents of children with additional support needs who had previous arrangements in place will be permitted access to ensure that groups do not congregate.</p>						
Entry and exit to building	Staff, pupils, visitors (agreed only in advance)	<p>Entry and exits to the building/site will be planned and managed to support physical distancing within the building, P1/2, P2, P4, P5 and P5/6 will enter via the yellow entrance. N, P1, P3, P6, and P7 will enter via the green entrance.</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>All visitors will sign in and out upon accessing and exiting the building. The name and contact telephone numbers of all visitors</p>	P	Major	Possible	Medium	June 2020	AM (reviewed Feb 21)

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>entering the building will be recorded, along with the date and times of their attendance, in order to support the national Test and Protect Strategy. School office staff have updated current sign in sheets to include contact information for any visitors to school. Parents/Carers will be informed via Groupcall/E-mail of all arrangements made for the safe return to school.</p> <p>Hand sanitiser is available in every work area, classroom, office spaces and through the building including access and egress areas where there are no sink facilities.</p> <p>Advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and where people congregate.</p> <p>All visits should be by pre-arranged appointment with the Head teacher.</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 contingency.</p> <p>All staff have completed health and safety orientation:</p> <ul style="list-style-type: none"> • Social distancing and flow system plans • Handwashing training • PPE Training • Updated First Aid Training (for relevant staff) 	P	Major	Possible	Medium	June 2020	AM (ongoing updates)

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	<p>Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.</p> <ul style="list-style-type: none"> Updated Fire Evacuation Procedures (The latest Guidance on these measure can be found by clicking the following link Social Distancing Guidelines). <p><u>On first day of re-entry to school</u></p> <p><u>Pupils</u> should complete health & safety orientations including:</p> <ul style="list-style-type: none"> Social distancing and any adaptations. Handwashing training – modelling/video tutorials <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 (Infection Prevention and Control in Childcare Settings (Day Care and Childminding Settings) .</p> <p>Handwashing procedure posters are displayed in areas where handwashing takes place.</p> <p>All pupils and staff will wash hands before entering setting and build handwashing into daily routine</p> <p>Where hand washing facilities are limited, hand sanitiser will be provided. Classrooms and work areas which do not have a sink will have a supply of hand sanitiser.</p> <p>Employees or service users who suffer dry skin/dermatitis will carry their own hand cream.</p> <p>Where tissues are used they will be binned immediately, then hands will be washed.</p>	P	Extreme	Likely	High	August 2020	19.02.21 AM

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>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 will be encouraged to tie back long hair where appropriate and change clothes daily .</p> <p>All children, young people and staff will wash their hands with soap and water for at least 20 seconds, or use an alcohol-based hand sanitiser.</p> <p>Handwashing will take place: When entering the building (and returning after playtime/lunchtime)</p> <ul style="list-style-type: none"> • After using the toilet • Before and after eating or handling food • Before leaving the building/getting into their car, • After blowing the nose • After sneezing or coughing • When arriving back in the classroom from PE, outdoor learning • When arriving home 						
Maintaining 2m distancing	Staff, pupils, visitors (agreed only in advance)	<p>Social distancing while at work is maintained by continuing to limit social interactions by staggering start/finish times and lunchtime.</p> <p>Identify an isolation area where pupils can wait and a process for them to be moved to outside to meet parents to be taken home</p> <p>Timetable organised to reduce movement of pupils around the school as much as possible.</p> <p>Social gathering amongst employees is actively discouraged whilst at work. Staffroom altered and numbers limited to take account of social distancing and to provide a rest area for staff.</p>	P	Highly Likely	High	Medium	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>Staff are asked to not socialise on the corridors, in each other's classrooms or in the staffroom at any other time other than designated break and lunch time.</p> <p>Staff requested to keep in touch through remote technology such as phone, internet and social media. This would include attendance at school of psychologists, nurses, social workers, etc. being kept to an absolute minimum. The use of remote technology (digital/virtual meetings) methods, meetings in outdoor settings (where possible) to support children should be used initially.</p> <p>Staff have been separated into teams to reduce contact between employees, e.g. non-teaching, primary teams and nursery Teams</p> <p>A system of keeping left when moving around corridors and stairs is implemented and visual aids, such as floor strips, signage are used for maintaining two meters distance.</p> <p>Desks are arranged to maintain a minimum of 2 meters from each other, with staff facing in opposite directions where possible (e.g. Teachers workstation in class, school office).</p> <p>Where staff do come within 2m of young people, time should be limited to no more than 10 minutes. Staff are also required wear a fluid resistant face mask. Any staff member who is supporting learners must ensure they have appropriate face masks for this purpose.</p> <p>Physical contact will be minimised and only take place where a risk assessment has been completed and appropriate PPE arrangements in place (Education PPE Guidance to be followed).</p> <p>Emergency evacuation procedures/ fire drill & muster point updated and shared with employees / service users prior to or on day of entry.</p>						

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 & 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>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, clubs etc. will not take place.</p> <p>All staff to monitor practice and alert SLT of any potential risks. This will trigger a review of this risk assessment</p> <p>If a member of staff refuses to comply with ACC risk assessment, this will be escalated to HR.</p> <p>The number of learners/staff within each area is limited as appropriate with regard to the 2m distancing rule.</p>						
Dining arrangements	Staff, pupils, visitors (agreed only in advance)	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	Major	Highly Likely	Medium	August 2020	

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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>Catering staff will add cutlery and additional items like fruit and biscuits to the child's tray as they are serving. The dining hall will always be supervised as per normal arrangements, supervising members of staff will be responsible for wiping down tables after use. Catering staff will clean tables again after lunch period is over.</p> <p>Morning breaks and lunch breaks will be staggered to reduce number of pupils queuing / congestion in the dining hall.</p> <p>Early Years dining will be within the setting area to ensure that children can remain within the space and rolling snack offered to limit numbers in kitchen / dining areas</p> <p>Any staff leaving the site must comply with social distancing guidelines for shops and takeaways. Staff must sign out when leaving the building and upon arrival back, sign back in and record where they had visited</p> <p>Any uneaten food / waste wrappers etc will be taken home, to help reduce the risk of infection spread.</p>						
Use of Toilets	Staff, pupils, visitors (agreed only in advance)	<p>Staff access to toilets will be carefully managed by visual mechanism.</p> <p>Supervision of pupils at break times – maintenance of 2 m distancing between adults and pupils. Break times will be staggered to facilitate use.</p> <p>There will be a strong emphasis on hand washing after visiting the toilet, and hand washing may require to be supervised for younger children. All children will be encouraged to hand wash when they return to class too.</p>	P	Major	Highly 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.						
Employees / Service user becomes unwell	Staff, pupils, visitors (agreed only in advance)	<p>In line with procedures and guidance, only allow employees and service users in good health to be in the setting.</p> <p>If someone develops any of the symptoms:</p> <ul style="list-style-type: none"> • a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) • a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) • loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal <p>Follow current NHS guidance https://www.nhs.uk/conditions/coronavirus-covid-19/ All school staff will be asked to familiarise themselves with the local Test, Trace, Isolate and Support Strategy.</p> <p>Follow procedures to remove from setting where someone becomes unwell</p> <p>Hanover Street Staff</p> <ul style="list-style-type: none"> • Immediately leave the building and go directly home, class can be covered by SfL or SLT. • Carry out an LFD and follow self-isolation guidelines if positive • If fully vaccinated and test is negative, return to work • If not fully vaccinated and test is negative, continue to self isolate • If positive, continue to isolate in line with government guidance. <p>Pupils</p>	P	Possible	Likely	High	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"> 2 Isolation areas within the building identified in case of any individuals who present as unwell during the session, these are: Meeting room on ground floor and Medical room on first floor. Emergency contact list accessible and up to date Request for immediate collection by parents/carers Request the child gets an LFD test, If negative the child can return to school if asymptomatic On collection, immediately leave the building and go directly home Facilities informed and deep clean carried out 						
Cleaning and hygiene measures								
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	Summer 2021	
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 janitorial staff when site/building/premises is occupied.</p> <p>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).</p>	P	Moderate	Possible	Medium	In place from 11th August 2020 and ongoing	
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	P	Moderate	Possible	Medium	In place from 11th August 2020 and ongoing	

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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>tops, bannisters, and other areas touched regularly by staff and children, with additional cleaning during the day.</p> <p>Sanitising wipes will be available in each setting (e.g. classrooms, offices, etc.) 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.</p> <p>Blinds kept opened and locked if they cannot be removed.</p> <p>Rugs and mats are removed where safe to do so to make cleaning and disinfection of floors easier.</p> <p>Appropriate cleaning products are used during daily preventative clean regime.</p> <p>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>						
Use of cleaning products	Staff, pupils,	Persons undertaking the cleaning have been instructed with clear safe usage instructions.	P	Moderate	Possible	Medium	In place from 11th	

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.						
	visitors (agreed only in advance)	The relevant Safety Data Sheet and COSHH assessment is provided for the substances in use. (Early Years / Facilities staff) Correct PPE is provided for the use of cleaning materials					August 2020 and ongoing	
Housekeeping	Staff	Appropriate cleaning products are provided, so that staff can frequently clean their work stations during the day. Staff provided with waste bins lined with a plastic bag so that they can be emptied by facilities staff without contacting the contents. Facilities Staff are instructed that the emptying of bins and wastepaper baskets should be followed by hand washing.	P	Moderate	Possible	Medium	In place from 11th August 2020 and ongoing	AM 10 th Aug 2020
Close contact / Spillages – bodily fluids, blood, vomit	Staff, pupils, visitors (agreed only in advance)	Employees will follow Education PPE Guidance 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: <ul style="list-style-type: none"> ➤ supporting the medical and additional support requirements of children with complex needs ➤ where there are invasive interventions required ➤ where children have difficulty maintaining social distancing for 10 minutes or more Designated PSAs and School admin 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	Moderate	Likely	High	In place from 11th 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
		<u>PPE Order</u> Central Order of <ul style="list-style-type: none"> • Gloves • Aprons • Face Masks • Hand Sanitiser Local order of <ul style="list-style-type: none"> • Tissues 						

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)	FM and supporting partners have carried out checks on your building in the following areas: Emergency lighting suitable, sufficient and maintained. Suitable number fire extinguishers available in required locations. Fire hoses available and operational (If installed). The sprinkler system including head's maintained (if fitted). Dry / wet risers inspected and maintained (if installed). Fire blankets available in required location. Fire alarm and detection system for the building tested, inspected and maintained. Means of escape clear. Fire doors provided and maintained in good working order. Building has suitable lightning conductors / protection. The fire risk assessment suitable & sufficient / current.	P	Extreme	Possible	Medium	August 2020	
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								

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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.						
Temperature/ Humidity	Staff, pupils, visitors (agreed only in advance)	Workplace temperatures are not too hot or too cold (at least 17 degrees Celsius). To compensate for cold air flow from outside: <ul style="list-style-type: none"> Adjust indoor heating to a higher temperature 'Layer' up on clothing Measures can be taken to control temperature extremes and/or humidity levels such as through computerised EHAV system.	E	Minor	Possible	Low	October - March	AM Nov 20
Ventilation	Staff, pupils, visitors (agreed only in advance)	Natural ventilation is available in the workplace, e.g. windows or open doorways. On colder days when it is more difficult to keep windows open and a constant flow of air, the following should take place: Purging spaces by opening windows during break and lunch, when a room is unused, or at other suitable intervals if a space is occupied for long periods at a time. If natural ventilation is insufficient, ventilators, fans or air conditioners provided to ensure a consistent flow of fresh air. Air exchange rate of the air handling system meet standard requirements for the occupants in the building. Ventilation systems have been adequately maintained and serviced.	E	Minor	Possible	Low	October - June	AM Feb 2021

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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
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
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 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.	P	Extreme	Possible	High	August 2020	

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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
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)	<p>Tanks, taps and shower outlets inspected and maintained.</p> <p>Suitable controls in place to reduce the risk of legionnaires disease.</p> <p>Showers been run at maximum temperature for 5mins to eliminate standing water and eradicate legionella bacteria.</p> <p>All other outlets to have been run for 5mins to eliminate standing water, prior to staff returning</p>	P	Major	Possible	Medium	August 2020	
Drinking water	Staff, pupils, visitors (agreed only in advance)	Separate drinking water facilities are 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	

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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
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	
Lift Statutory Inspections	Staff, visitors, pupils	The thorough examination, inspection, testing and maintenance records for the lifts in date.	P	Major	Possible	Medium	August 2020	
Plant and Equipment	Staff, visitors, pupils	There is a planned preventative maintenance schedule and inventory available for key items of plant and equipment and are up-to-date All fixed guards on machinery in place, secure and well maintained. The safety devices and controls e.g. emergency stops, light guards etc been checked to ensure safe operation. Defective equipment been taken out of service awaiting repair. Enough space is available for personnel to undertake their tasks safely and comfortably. Personnel have the appropriate competences and/or trained to use machines/work equipment.	E	Major	Possible	Medium		

