**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](https://peopleanytime.aberdeencity.gov.uk/coronavirus-advice-for-employees/coronavirus-staying-safe-while-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](https://www.gov.scot/collections/coronavirus-covid-19-guidance/) pages will provide you with the latest links as well as [Health Protection Scotland](https://www.hps.scot.nhs.uk/a-to-z-of-topics/covid-19/) and [NHS](https://www.nhs.uk/conditions/coronavirus-covid-19/).

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

[Guidance on Social Distancing in the Workplace](https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance)

[Guidance for Employers & Businesses on COVID-19](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19)

[Guidance on Shielding and Protecting Extremely Vulnerable Persons](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19)

[Guidance on Protective Measures in Education and Childcare Settings](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings)

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# 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.

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| **Service area: Integrated Children and Family Services** |
| **Site Address: Cornhill School** |
| **Service manager: Chief Education Officer** |
| **Inspection Undertaken by: Head Teacher (Mark Evans)** |
| **Approved by: Caroline Duguid** |

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| **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) |

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| **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. | **N/A** | **Green** | A template for an individual worker’s risk assessment is provided at the end of this document. No-one has declared a health condition following my request for this information. |
| 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 TUs and in line with SG guidance |
| 3. | Are you tracking people who have been identified as high risk/are shielding. | **Y** | **Green** | No-one currently. Employees will record absence 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** | **Amber** | All staff working in school. |
| 5. | Can all staff maintain the [Scottish Government](https://www.gov.scot/collections/coronavirus-covid-19-guidance/) guidelines for social distancing based on your industry ([The latest Social Distancing Guidelines available here](https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance#shops-running-a-pick-up-or-delivery-service)). These could include but are not limited to the following: | **Y** | **Amber** | 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) where possible. Teacher / staff workstations will be wiped down between each use by different individuals, hand washing facilities / hand sanitiser available.  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.  However, this may be compromised by needs of individual pupils. A different arrangement is in place for Targeted Support groups of pupils with specific needs  ~~-~~ for example, an area designated in classrooms / teaching areas if 1-2-1 support needed / SfL (Yellow Room).  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.).  Staffroom altered and numbers limited to take account of social distancing. Staff will need to bring their own food and drinks. |
| 5a | Are you able to segregate staff’s activities to promote 2 metres distance? | **Y** | **Amber** | See 5. above. |
| 5b | Are you able to limit the amount of contact staff have with each other to 15 minutes or less | **Y** | **Amber** | See 5. above. |
| 5c | Are you able to implement a one way flow system and provide visual aids (e.g. distancing markers, signage, flow system markers) for maintaining two metres distance. | **Y** | **Amber** | Keep left system in operation from our return in August. |
| 6. | Have staff been trained / notified before returning to work on any new procedures. | **Y** | **Amber** | Handwashing  PPE  Social Distancing  Keep left system  Training completed by all staff before opening in August |
| 7. | Have staff been instructed on how to hand wash effectively, for the suggested duration and maintain good hygiene practices. | **Y** | **Amber** | Signage is available at all hand wash stations. |
| 8. | Have staff been instructed on social distancing where practicable while at work. | **Y** | **Amber** | See 5. above. |
| 9. | Have staff been trained on what to do if they are experiencing COVID-19 symptoms. | **Y** | **Amber** | Reissued within Risk Assessment and PPE Guidance during staff training |
| 10. | Have staff been instructed to minimise business related travel and use video chat as an alternative method of maintaining contact with colleagues, suppliers and customers. | **Y** | **Amber** | Staff have been advised to avoid public transport if possible. If using public transport, social distancing should be observed, along with the wearing of a face covering. Staff have been advised not to car share. Where at all possible, staff will continue to work from home.  SLT/MAMs meeting using Teams – and with central officers. |

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| **B: Travel, Access & Egress – Consider how your employees will travel to work, travel for work, access and exit work safely.** | | | | |
| **No** | **Issues** | **Y/N/**  **NA** | **Rating**  **R/A/G** | **Comments** |
| 1. | Are you able to implement sufficient parking restrictions to maintain social distancing measures, where car use is required to perform a role? | **Y** | **Amber** | Reminder to 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? | **N** | **Green** |  |
| 3. | Are workers avoiding public transport where applicable and using alternatives (e.g. cycling, walking to work etc). | **Y** | **Green** | Where possible |
| 4. | Have you considered staff that are required to vehicle share for their role and whether this could continue? | **Y** | **Amber** | If staff require to car share for attending work, Scottish Government Guidance should be followed in relation to the use of face coverings. |
| 5. | Has the entry and exits to the building/site been limited to the minimum number of points required. | **Y** | **Amber** | Single entry and exit point for staff. Each class has identified entry and exit points for the school day inc break and lunch. |
| 6. | Has access to the building/site been restricted to visitors and contractors etc. | **Y** | **Amber** | Essential personnel by prior arrangement only – all protocols to be observed.  Emergency contractors, as above and when learners are not in attendance where possible. For ongoing planned construction works Corporate Landlord and Capital will work with contractors to ensure appropriate mitigation is in place such as sites physically separated from rest of building and contractors use separate entrances etc.  Other essential visitors only where the impact of non-attendance would cause further harm (e.g. essential maintenance contractors, Educational Psychologist etc per ACC Education Routemap)  Current protocols regarding adults entering the school grounds will be revisited and discussed with staff. |
| 7. | Is it practicable to confine visitors to strictly defined areas and avoid unnecessary movements around the building? | **Y** | **Amber** | Only pre-arranged visitors will be admitted to the school reception area.  Parents will be asked not to enter the building. If they need to speak to a member of school staff, they should telephone or email in the normal way. All visitors to arrange appointments and sign in/out and leave contact details (reception staff/school administrator to take visitor details for Test and Protect purposes and to reduce risk of virus transmission). Where it is essential that a visitor attend the school, such as a parent / carer collecting an unwell child, the parent will not be admitted to the school foyer and can collect their child from the school front door. Signage will be displayed at school visitor entrances to explain that visitors are generally not permitted, and a telephone number will be provided for visitors to contact a member of office staff within the building should they wish to speak with someone or have an appointment to visit the school. If a visitor has an appointment to access the building, they will be asked first to confirm that they are not displaying COVID-19 symptoms. Those displaying symptoms will not be permitted access. Where possible, visitors permitted access will remain within the reception area of the school and speak with the relevant member(s) of staff via the School Office window. |
| 8. | Have appropriate hand wash stations (toilets) and/or hand sanitiser pump action containers been made available in every work area and on main travel routes through the building/site including access and egress areas. | **Y** | **Amber** | Procurement of Hand Sanitiser and Cleaning materials to support – these were in place for August restart and on-going. |
| 9. | Is advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and were people congregate. | **N** | **Amber** | Confirm posters are displayed throughout the school.  National guidance to be followed and detailed arrangements to be set out in School Recovery plan and will be in place for August restart. |
| 10. | Are the signs displayed reviewed and replaced as necessary? | **N** | **Amber** | Weekly check to be added to risk assessment for signage. Janitors to replace signage where necessary – janitors will require access to school printing facilities for this. |

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| **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** | Initial cleaning done to ensure buildings are fit for small groups of staff to return and a full deep clean undertaken prior to pupils return on 11 August. |
| 2 | Is the ongoing cleaning frequency sufficient and is cleaning required and can cleaning be undertaken when site/building/premises is occupied? | **Y** | **Green** | Daily cleaning will be undertaken by Cleaning Services, supplemented by Janitorial staff undertaking regular cleaning of frequent hand touch points during the school day. All surface cleaning will be undertaken using EN14476 rated (for destroying enveloped viruses) disinfecting solutions. |
| 3. | Are all hand contact points cleaned on a frequent basis including, door furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, toilets, canteen / food preparation areas. | **Y** | **Green** | In addition to the answer in 2 above, discussion is ongoing at the School Readiness for Reopening Group to determine who will clean IT equipment, toys and other resources. Items which cannot be effectively disinfected between uses will be temporarily taken out of use. |
| 4 | Have persons undertaking the cleaning been instructed with clear safe usage instructions. | **Y** | **Green** | All FM staff are trained in the safe methods of work for activity within their service areas. COVID-19 specific risk assessments have been completed and shared with all staff. Supplementary service specific FAQ’s have also been prepared and shared with staff upon their return to work. |
| 5 | Can where practical curtains and blinds be removed to minimise the areas where viruses can be difficult or time consuming to remove. | **N** | **Amber** | Not practical - individual member of staff to manage blinds in each areas of school. |
| 6 | Can blinds be kept opened and locked if they cannot be removed. | **N** | **Amber** | As above |
| 7 | Can rugs and mats be removed where safe to do so to make cleaning and disinfection of floors easier. | **Y** | **Amber** | Janitor to remove all rugs from classrooms to be stored with excess furniture. |
| 8 | Have staff been provided with appropriate cleaning products so that they can frequently clean their own work stations during the day. | **Y** | **Amber** | Products to be ordered by office staff through PPE order form. Facilities Management to assist in storing and replenishing appropriate cleaning materials. |

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| **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](https://www.alcumusgroup.com/guidance-health-safety-inspection-checklist). | | | | |
| **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** | Corporate landlord confirmed this on 22/6/20 via email. |
| 2. | Ventilation / Humidity / Lighting & Heating. | **Y** | **Green** | Corporate landlord confirmed this on 22/6/20 via email. |
| 3. | Gas Installations. | **Y** | **Green** | Corporate landlord confirmed this on 22/6/20 via email. |
| 4. | Legionella Controls. | **Y** | **Green** | Corporate landlord confirmed this on 22/6/20 via email. |
| 5. | Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance. | **Y** | **Green** | Corporate landlord confirmed this on 22/6/20 via email. |
| 6 | Lift Statutory Inspections. | **Y** | **Green** | Corporate landlord confirmed this on 22/6/20 via email. |

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| Signed: | Mark Evans | Date: | 11/11/20 |

**COVID-19 Health & Safety Risk Assessment**

| **HAZARD** | | **AT RISK** | **CONTROL MEASURES** | **PROBABILITY WORST CASE OUTCOME** | | | | | | |
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| **Consider:** premises work, equipment, specific tasks etc. | | **People at risk** | **Control By:** guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc. | **EXISTING/ PROPOSED ‘E’ or ‘P’** | **Possible Outcome** | **Likelihood** | **Risk rating: High Medium Low** | | **Proposed Timescale** | **Action Completed Date/Initial** |
| **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 via weekly meetings with all staff groups.  New workplace/controls put in place to reduce risk of exposure to COVID-19 are documented in procedures and policies and disseminated to employees through line managers and HR.  Line managers are aware of how big changes to working arrangements may cause additional work-related stress and affect their employees’ mental health and wellbeing.  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. Wellbeing Champion (Kat Paul-Bird) in place and staff aware of People Anytime and Time for Talking.  Concerns on workload issues or support needs are escalated to the relevant DHT and HT if appropriate.  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.  Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs.  Undertake a review of your stress risk assessment to reflect new working arrangements. Where you have made significant adjustments to employee’s working practices, a review must be undertaken.  Employees are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc) through line managers.  Employees are made aware of the impact of COVID-19 on their job/change of working environment. | E | Major | Possible | Medium | | June 2020 | 19/6/20 ME and on-going |
| Psychological wellbeing | | Pupils | 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.  Ensure first aiders on site at all times following appropriate ratios.  Ensure named Child Protection officer available within each setting.  All ACC policies adhered to at all times.  Staff working with children to continue to be calm, nurturing and caring, seeking confirmation from line manager if unsure of anything. | E | Major | Likely | Medium | | June 2020 | 19/6/20 ME and on-going |
| Virus transmission in the workplace | | Staff, pupils, visitors (agreed only in advance) | 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>  Test and Protect see link below  <https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect-information-leaflet-2/pages/coronavirus-covid-19-test-and-protect---step-by-step-guide/>  Specific individual employee risk assessment (appendix A) will been undertaken for those who have a self-declared health condition which could increase their risk profile.  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.  All employees requested to attend a school building should review this risk assessment, feedback any concerns and agree the content at school level.  The risk assessment should then be circulated to all staff and a copy shared with the school QIM and school TU reps.  No member of staff / pupil who is shielding will be allowed access to school buildings.  They should continue to work/learn from home in keeping with Local Authority and Scottish Government guidance.    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. | E | Extreme | Possible | High | | June 2020 | 19/6/20 ME and on-going |
| Someone entering the workplace with COVID-19 | | Staff, pupils, visitors (agreed only in advance) | 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 – Barnardo’s, RADS, Mudpies, Active Schools, Adventure Aberdeen.  Staff are made aware of COVID-19 symptoms via training sessions and visual aids such as posters in key locations, screensavers.  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.  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.  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 | E | Major | Possible | High | | Aug 2020 | 10/8/20 ME and on-going |
| Travel to school buildings | | Staff, pupils, visitors (agreed only in advance) | Wherever possible private transport should be used to maintain isolation from the public when commuting to the school building.    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”.    On arrival at the site, employees/pupils/service users will use hand sanitiser gel immediately on entry to the workplace or thoroughly wash their hands for at least for 20 seconds in the classroom.  Children are encouraged to avoid travelling to school on either public or school transport with walking being promoted where safe to do so.  Parents/carers are encouraged to walk to school and not use the school car park to minimise activity around the school gates.  When school transport is used, hand sanitising must take place before every journey.  For pupils using bicycles, bike racks will be available, but any adults (e.g. non teaching staff) supervising / supporting pupils will need to maintain 2 m distancing between each other and the pupils. | E | Moderate | Possible | Medium | | June 2020 | 19/6/20 ME and on-going |
| Entry and exit to building | | Staff, pupils, visitors (agreed only in advance) | Entry and exits to the building/site will be planned and managed to support physical distancing within the building. All staff will use the main entrance and each pupil group will use their assigned door per the School Recovery Plan and shared with parents and pupils. Parents/visitors will not be permitted access to the building. Parents/visitors will not be permitted access to the school grounds except in extreme circumstances and with prior arrangement. E.g. to support a vulnerable pupil attend school.  All pre-arranged visitors will sign in and out at the office and use the hand sanitiser provided.  External visitors will be actively discouraged. Parents will be encouraged to make contact by email / phone and not in person.  Any essential visitors will be met at the office and escorted by a member of staff to their destination and confined to strictly defined area to avoid unnecessary movements around the building.  Hand sanitiser is available in every work area and through the building including access and egress areas where there are no sink facilities.  Advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and were people congregate.  Signs displayed reviewed and replaced as necessary. | E | Moderate | Possible | Medium | | June 2020 | 19/6/20 ME and on-going |
| Orientation/ Training | | Staff, pupils, visitors (agreed only in advance) | Training arrangements have been developed including refresher sessions to ensure staff have been trained before returning to work on any new procedures.  Service Users should receive a copy of the ‘Returning to School Guide’.  Prior to August 11th  All staff must complete health and safety orientation:   * Social distancing and keep left system plans * Handwashing training * PPE Training * Updated First Aid Training (for relevant staff) * Updated Fire Evacuation Procedures  (The latest Guidance on these measure can be found by clicking the following link [Social Distancing Guidelines](https://www.gov.scot/collections/coronavirus-covid-19-guidance/)).   On first day of school entry  Service Users should complete health & safety orientations including:   * Social distancing and keep left system plans * Handwashing training   All will take responsibility for challenging those not following guidance. | E | Moderate | Likely | Medium | | 10/8/20 | 10/8/20 ME |
| Personal Hygiene | | Staff, pupils, visitors (agreed only in advance) | Staff will follow good infection control guidance ([Infection Prevention and Control in Childcare Settings (Day Care and Childminding Settings)](https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2448/documents/1_infection-prevention-control-childcare-2018-05.pdf).    Handwashing procedure posters are displayed in areas where handwashing takes place.  All staff/service users will wash hands at their door of entry or at the class sink before entering setting and  handwashing will be built into daily routine.  Where hand washing facilities are limited e.g. Gym Hall and Community Centre, hand sanitiser will be provided.  Employees or service users who suffer dry skin/dermatitis will carry their own hand cream.  Where tissues are used they will be binned immediately, then hands will be washed.  All will be encouraged and reminded to avoid touching eyes, nose and mouth with unwashed hands and to cough directly to crook of elbow.  Staff/service users will be encouraged to change clothes daily.  Handwashing will take place:   * When entering the building  (and returning after lunchtime) * After using the toilet * Before and after eating or handling food * Before leaving the building/getting into their car, * After blowing the nose * After sneezing or coughing * When changing classroom * Prior to entering school transport * When arriving home | E | Major | Likely | High | | August 2020 | 10/8/20 ME and on-going |
| Maintaining 2m distancing | | Staff, pupils, visitors (agreed only in advance) | Social distancing while at work is maintained by continuing to limit social interactions by staggering breaktimes times and lunchtimes.  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.  The canteen is only to be used to provide seating, with staggered entry to maintain social distancing rules.  Social gatherings amongst employees have been discouraged whilst at work.  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.  Staff activities are segregated to promote 2 metre distance.  Staff face to face contact has been limited with each other to 15 minutes or less.  A keep left flow system is implemented and visual aids, such as, signage are used for maintaining two meters distance.  Desks are arranged to maintain a minimum of 2 metres from each other, with employee’s facing in opposite directions where possible (e.g. in school office).  Through orientation and ongoing reminders all will maintain 2m distancing where possible.  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).  Emergency evacuation procedures/ fire drill & muster point updated and shared with employees / service users prior to or on day of entry.  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.  Items that come into contact with your mouth such as cups & bottles will not be shared.  Individual learners will be provided with one use resource where practical and where not, these will be wiped down between use with wipes provided.  The outdoor areas will be used regularly including for PE, where possible, to support social distancing and staff will plan for this.  Numbers of employees/service users in a room will be restricted to comply with capacity figures of each individual room.  All staff to monitor practice and alert SLT of any potential risks.  This will trigger a review of this risk assessment.  Consideration of whether service user should be removed from setting if they refuse to comply with ACC risk assessment – refer to ACC policy to be issued.  The number of learners/staff within each area is limited by the classroom size with the number for each class displayed on the door. This will be managed by the class teacher/support staff. | E | Major | Very Likely | High | | In place from 10/8/20 and on-going | 10/8/20 ME |
| Wearing of masks | | Staff and visitors | Per government guidance, masks will be worn in all communal areas in school. In line with ACC guidance, fluid resistant masks will be worn in the dinner hall and all areas where a 2m social distance can not be maintained e.g. when working with a group of children in class. Masks will be changed between working with different ‘bubbles’. | E | Moderate | Likely | Medium | | 1/11/20 | 1/11/20 ME |
| Classroom Ventilation | | Pupils, staff and visitors | Good ventilation to be maintained in all classrooms in line with ACC Guidance. Classroom windows and door to be kept open unless classroom temperature drops too low, in which case ventilation flowchart to be followed and escalated if necessary. | E | Moderate | Likely | Medium | | 26/10/20 | 26/10/20 ME |
| Dining arrangements | | Staff, pupils, visitors (agreed only in advance) | All employees and service users will be asked to bring a packed lunch and the provision of free school meal vouchers will continue.  For weeks commencing Monday 17th, 24th and 31st August, packed lunch service will be provided with a hot lunch service resuming after that.  For week commencing Monday 7th September, return to full service. Again further discussions will be required on a site by site basis to determine exactly how service will be provided.  Lunch breaks should be staggered to reduce number of pupils queuing / congestion in the dining hall.  Children will eat lunch in their classrooms for the first 3 weeks to reduce the numbers of interaction with agreed timings which will enable smaller groups to access areas such as the playground at one time and smaller numbers of staff accessing staffrooms.  Lunchtime supervision will be provided by PSAs and SMT.  Early Years dining (snack) 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. | E | Moderate | Likely | Medium | | In place for 11/8/20 return and on-going | 10/8/20 ME |
| Use of Toilets | | Staff, pupils, visitors (agreed only in advance) | Lunch times will be staggered into 3 groups in line with school entry/exit times.  There will be a strong emphasis on hand washing after visiting the toilet, and hand washing may require to be supervised for younger children  A visual mechanism will be used to show when the staff toilet is occupied. | E | Major | Likely | High | | In place for 11/8/20 return and on-going | 10/8/20 ME |
| Employees / Service user becomes unwell | | Staff, pupils, visitors (agreed only in advance) | In line with procedures and guidance, only allow employees and service users in good health to be in the setting.  If someone develops any of the symptoms:   * **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature and staff can not check this for pupils) * **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   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](https://www.gov.scot/publications/coronavirus-covid-19-test-trace-isolate-support/).  Follow procedures to remove from setting where someone becomes unwell. If outside, a member of staff will be called to accompany the child to the Isolation Room.  **Employee**   * Immediately leave the building and go directly home – a member of the SMT to be alerted so that cover can be arranged.   **Service User**   * Isolation area identified – SfL Room – in case of any individuals who present as unwell during the session. * Emergency contact list accessible and up to date . * Request for immediate collection by parents/carers. * Staff member remaining with/assisting the unwell child to follow PPE guidance * On collection, immediately leave the building and go directly home. * Facilities informed and deep clean carried out. | E | Major | Likely | High | | In place for return on 10/8/20 and on-going | 10/8/20 ME |
| First Aid | | Staff and pupils | First Aid will continue to be administered by trained First Aiders and will follow ACC Guidance. Specifically:   * Disposable gloves, disposable plastic apron and fluid resistant masks should be worn to administer all First Aid. * Compression-only CPR is recommended to be used on adults. * Those who administer CPR to closely monitor themselves for Covid symptoms over the following 14 days. | E | Moderate | Likely | Medium | | 11/11/20 | 11/11/20 ME |
| Cleaning and hygiene measures | | | | | | | | | | |
| Environmental Cleaning | Staff, pupils, visitors (agreed only in advance) | | A deep clean of the property / site before returning is performed if required.  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. | E | Moderate | Possible | | Medium | 05/06/20 | 12/6/20 – cleaning staff ME |
| Cleaning Frequency | Staff, pupils, visitors (agreed only in advance) | | 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.  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). | E | Moderate | Possible | | Medium | In place from 11th August and ongoing | 10/8/20 – cleaning staff/janitor  ME |
| Commonly touched surfaces | Staff, pupils, visitors (agreed only in advance) | | Additional sanitisation of taps and flush handles will be undertaken by janitorial services on a regular basis during the school day. All other areas will be cleaned by cleaning staff before the start of every day, paying special attention to door handles, table/counter tops, bannisters, and other areas touched regularly by staff and children, with additional cleaning during the day.  Sanitising wipes or 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.  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 and disinfection of floors easier.  Appropriate cleaning products are used during daily preventative clean regime.  Staff avoid touching common pieces of equipment where possible such as photocopiers/printers/scanners and use only dedicated work equipment on the workstations. If staff do have to use common equipment like printers, they should to disinfect it with anti bacterial wipe after each use. Social distancing to be adhered to when using common equipment in resource rooms.”  Any use of common work equipment is restricted and managed. | E | Moderate | Possible | | Medium | In place from 11th August and ongoing | 10/8/20 ME |
| Use of cleaning products | Staff, pupils, visitors (agreed only in advance) | | Persons undertaking the cleaning have been instructed with clear safe usage instructions.  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 | E | Moderate | Possible | | Medium | In place from 11th August and ongoing | 10/8/20 – facilities team |
| 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. | E | Moderate | Possible | | Medium | In place from 11th August and ongoing | 10/8/20 – facilities team |
| Close contact / Spillages – bodily fluids, blood, vomit | Staff, pupils, visitors (agreed only in advance) | | Employees will follow [Education PPE Guidance](https://teams.microsoft.com/l/file/0957B8DB-E680-4A35-B035-87543E824749?tenantId=24a90f6b-bf3d-4d13-a2a7-89369ceb35eb&fileType=docx&objectUrl=https%3A%2F%2Faberdeencitycouncilo365.sharepoint.com%2Fsites%2FPPE%2FShared%20Documents%2FGeneral%2FAberdeen%20PPE%20Guidance%20Education.docx&baseUrl=https%3A%2F%2Faberdeencitycouncilo365.sharepoint.com%2Fsites%2FPPE&serviceName=teams&threadId=19:d75462e77bb44d0ca6943d4a2bbba082@thread.tacv2&groupId=b9d2a073-175a-4a5d-be53-3ef309c02d42) 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:   * 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   Identified Health & Wellbeing Coordinator will ensure that a regular stock take is done and order completed on a 4 weekly basis. Completed orders should be in by 12pm Wednesday of week 3.  [PPE Order](https://aberdeencitycouncilo365.sharepoint.com/:x:/s/PPE/EdM2wH0r_SlDigfs440US0cBkT08Te6nVyQGjS5eJgRZdg?e=9DC5pw) – link to spreadsheet.  Central Order of   * Gloves * Aprons * Face Masks * Hand Sanitiser   Local order of   * Tissues | E | Moderate | Possible | | Medium | In place from 11th August and ongoing | 10/8/20 ME |

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/ PRPOSED ‘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 has carried out checks on your building in the following areas:  Emergency lighting suitable, sufficient and maintained.  Suitable number fire extinguishers available in required locations.  Dry / wet risers inspected and maintained.  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. | E | Extreme | Possible | Medium | August 2020 | 10/8/20 – facilities team |
| 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 (agreed only in advance) | Workplace temperatures are not too hot or too cold (at least 17 degrees Celsius).  Measures can be taken to control temperature extremes and/or humidity levels such as through computerised EHAV system. | E | Minor | Possible | Low | August 2020 | 10/8/20 - facilities |
| 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 serviced. | E | Minor | Possible | Low | August 2020 | 10/8/20 – facilities team |
| **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/ PRPOSED ‘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. | E | Extreme | Possible | High | August 2020 | 19/6/20 – facilities team |
| 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.  All other outlets to have been run for 5mins to eliminate standing water, prior to staff returning | E | Major | Possible | Medium | August 2020 | 19/6/20 – facilities team |
| Drinking water | Staff, pupils, visitors (agreed only in advance) | Water fountains will not be in use but staff and pupils can fill their water bottles from the taps and wipe them down after use. | E | Major | Likely | High | June 2020 | 19/6/20 ME |

| **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/ PRPOSED ‘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. | | | E | Major | | Possible | Medium | August 2020 | 19/6/20 – facilities team |
| Lift Statutory Inspections | Staff, visitors, pupils | The thorough examination, inspection, testing and maintenance records for the lifts in date. | | | E | Major | | Unlikely | Medium | June 2020 | 19/6/20 – see janitorial logs |
| 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 | August 2020 | 19/6/20 – see janitorial logs |
| Signed:  Name: | Mark Evans  MARK EVANS | | Assessment Date:  11/11/20 | Further action required: Y | | | Action Review Date(s):17/11/20  Next Review Date:4/12/20 | | | | |
|  |  | |  |  | | |  | | | | |

**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 | | **19/6/20** |
| A3 | Tracking system to be developed and maintained for vulnerable staff | | | | | June 2020 | CJ//P&O/line managers | | **19/6/20** |
| A5c | Guidance on school building arrangements for each building to be created and circulated as  appropriate | | | | | June 2020 | HTs /Corporate Landlord | | **19/6/20** |
| 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 | | **19/6/20** |
| B6/B7 | Contractor and visitor to schools protocol and policy to be updated and shared with all schools | | | | | June 2020 | Corporate Landlord | | **19/6/20** |
| B8 | Co-ordinated procurement of PPE including hand sanitiser and cleaning materials | | | | | June 2020 | FL/H&S | | **19/6/20** |
| C | Soft furnishings/blinds/mats etc to be removed where safe to do so | | | | | August 2020 | HTs /Corporate Landlord | | **10/8/20** |
| C1 | Each school building to be deep cleaned before staff and/or pupils return | | | | | June 2020 | Facilities | | **19/6/20** |
| C2-4 | Cleaning guidance issued to all schools | | | | | June 2020 | Facilities | | **19/6/20** |
| C8 | Provision of appropriate cleaning products and usage instruction to school staff | | | | | June 2020 | Facilities | | **19/6/20** |
| D1-6 | All required building related safety inspections undertaken and completed | | | | | August 2020 | Corporate Landlord | | **10/8/20** |
| Additional Comments | |  | | | | | | | |
| Signed: | Mark Evans | Date: | 17/8/20 | | |

**Appendix A**

**Checklist and Risk Assessment for Individual Worker re Covid-19**

|  |  |  |  |
| --- | --- | --- | --- |
| **Step 1**  The checklist should be completed first: this will help you to identify any hazards to the worker. For each point, consider whether it is part of their work and if so, how it may affect them personally. On occasion their work may affect others and this should also be considered.  **Step 2**  Where you have answered YES in the checklist and identified there is a hazard and assessed the risk to the worker by determining existing controls/further action required, enter this onto the risk assessment pro forma.  You will then be able to put any control measures in place to eliminate the risk, or reduce it to an acceptable level for the worker.  **Note**  **This checklist is not exhaustive: other issues with the worker’s work conditions/place may need to be considered.**  **The risk assessment should be reviewed on a regular basis throughout the employment and any necessary control measures put in place.** | | | |
| **Employee’s name:** | | **Date:** | |
| **Job title:** | | **Line Manager’s Name:** | |
| **Form completed by:** | |  | |
| |  | | --- | | **Any known recommendations made by Doctor and/or Occupational Health Specialist:** | | | | |
| **Covid-19 exposure** | | **Yes/no** | **Existing control/Further Action Required** |
| *If the answer to any question is* ***Yes*** *then identify the additional control measures introduced to mitigate the risk.* | |  |  |
| 1.1 | <2m distancing: Are employee’s required to carry out work in breach of 2 metre social distancing from both work colleagues and non-employees |  |  |
| 1.2 | Contaminated surfaces: Does the work involve touching surfaces that are potentially contaminated |  |  |
| 1.3 | Inadequate welfare facilities: Are welfare facilities inadequate to facilitate regular handwashing eg. lack of number of facilities or lack of soap and hot water |  |  |
| 1.4 | Pre-existing chronic conditions: Does the employee have any known pre-existing chronic condition (listed below) that may make them more vulnerable if exposed to the covid-19 virus |  |  |
| 1.5 | Increased vulnerability: Has the employee expressed concern about any other condition which they feel would make them more vulnerable eg mild asthma, |  |  |
| 1.6 | High risk work environment: Is there a higher risk of infection due to the work environment eg hospitals, mortuaries, densely populated workplaces etc |  |  |
| 1.7 | High risk of infection: Is there a higher risk of infection due to the geographic location eg those areas with high infection rates |  |  |
| 1.8 | Increased vulnerability: Is the employee within a higher risk category including, Black, Asian & Minority Ethnic |  |  |
| **Risk**  The level of risk will depend on;  • the work environment  • the type of work carried out  • the distance that can be maintained between the employee and any possible source of infection  • the level of hand cleaning regime in place  • the level of information provided  • the effectiveness of existing controls that are in place  In some cases, workers may be more vulnerable to infection because of age (70 and over) or an existing condition such as:   * chronic (long-term) respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis * chronic heart disease, such as heart failure * chronic kidney disease * chronic liver disease, such as hepatitis * chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), a learning disability or cerebral palsy * diabetes * problems with your spleen - for example, sickle cell disease or if you have had your spleen removed * a weakened immune system as the result of conditions such as HIV, or medicines such as steroid tablets or chemotherapy * being seriously overweight (a BMI of 40 or above) | | **How to minimise the Risk**  When assessing the infection risks to staff the following controls should be considered:  Avoid contact with possible sources of infection by;  • Avoiding having to work in areas where there is a known covid-19 sufferer where possible  • always ensure safe distance (2 metres) is maintained between individuals (this includes welfare areas), if not possible for certain activities then minimise time spent in closer proximity  • wearing gloves, where practicable, to prevent contact with potentially contaminated surfaces  • ensure employees have the facilities to carry out regular hand washing using soap and water for 20 seconds or hand sanitiser  • provide employees information about the symptoms and the control measures required  • provide employees with the correct PPE  • employees to report situations which they feel may have exposed them to the virus    If a person is aged 70 or over or suffering from any of the chronic conditions as described then they may have been advised to shield and stay/work at home.   If an employee has expressed concern about any other condition which they may feel could make them vulnerable. Follow government advice regarding the condition and take into consideration the mental well-being of the individual when implementing control measures. | |

If a risk has been identified, indicate below the action to be taken to remove the hazard or reduce the risk.

**INDIVIDUAL WORKER’S RISK ASSESSMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Source of Hazard** | **Persons Affected** | **Control measures in place now** | **Risk Rating**  **Still high risk?**  **Still medium risk?**  **Still low risk?** | **Further action required, by whom, timescale or reference to other assessments** |
|  |  |  |  |  |

**Further guidance and information to help you complete a risk assessment can obtained from your H&S Policy and H&S professional. If you need further guidance contact**

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

**A screenshot of a cell phone

Description automatically generatedA screenshot of a cell phone

Description automatically generated**