

Health and Safety Management System

Building Covid Secure Assessment



Clackmannanshire
Council

Comhairle Siorrachd
Chlach Mhanann

www.clacks.gov.uk

Building: Alloa Academy & St Mungos	Work Activity(s): School
Date of Visit: 8th June 2020 & 5th August 2020	
Premises Duty Holder/Manager: Colin Bruce Property Team Rep: Colin Hamilton H&S Rep: Seonaid Scott	
Any others involved: Jo Roe, Nikki Wood, Hayleigh Peterson, Susan McIntyre, Maggie Nesbitt, Elaine Dewar, School TU reps (EIS, GMB & Unison), Iain McGhee, Gordon Barnes Michael Boyle	
Normal No of Employees on Site: 122+15	Normal No of Pupils/Users on Site: 750+141
Expected No of Employees on Site: Max 35+12 as above	Expected No of Pupils on Site: Max 200+70 as above
Ees High Risk: 8+1	Ees Shielding: 2+0
High Risk: 2	Shielding: 1

Item	Agreed	Unce-rtain	N/A	Comments
Physical distancing				
2m markings outside	✓			Main entrance & assembly hall doors x2 – 3 markings for each. Dots in playground, 6 x 15 rows or less as staggered start times.
2m markings inside	✓			Keep Left signs for Academy.
One way system	✓			Two stairs in middle of building to go up. 1 at end to go down. St Mungos use separate stair for up and down.
Room layouts	✓			Plan to have max of 12 in a class – 13 can fit in most rooms. Alternative desks can be used in practical classes by different groups of pupils.
Storage of excess furniture	✓			Balcony areas could be used if weather protection can be put in. Otherwise would need containers. Resource Room and Container if one available (this could be placed in old St Mungo's grounds)
Access and Egress	✓			3 main entrance points. SMT on duty as pupils come in. EASN use separate entrance through their social space. All fire exits can be used for egress at the end of the day. Pupils/parents enter top gates x 2 next to football pitch exit next to gate at main entrance. At end of day staff will take children to bollards to be picked up, parents use reverse route of entry. Access/Egress via normal staircase. Staggered time
Catering/break provision	✓			Grab bags for kids to be eaten in class designated areas (see overleaf) or outdoors. Staff to bring food from home and eat in staff base or classroom. Class and Outdoor for kids. Staggered breaks in staff room for staff – remove soft chairs. Urn to be fitted in staff room
Toilet provision	✓			6 on top floor (1 reserved for staff to be shared with St Mungos), 4 on ground floor (1 next to Colin's office reserved for staff). 2 x toilets (1 – P1-3, 1 – P4-7) Toilet use as normal except St Mungos to have exclusive use of downstairs toilet next to HT office.
Use of outdoor spaces	✓			Staggered breaks and use different areas for different houses to help maintain distances. Separate playground as before.
Evacuation procedures	✓			Muster point remains Astro turf – stay in class with the teacher they are currently with. Muster on grass area before the Astro turf.
Room capacities				
Classes				
13 as normal				
Signage/equipment required				
2m floor	50	2m wall	4	No entry
Door opener	6 (stairwells)	Toilet lock	2	Paxton
				One way
				Screens
Hygiene				
Sinks/sanitising stations provision	✓			6 sanitisers at entry points (main entrance already has one). Sinks available in toilets, Art, Science and Home Economics rooms. Sinks in toilets and 2 in Art Room. 1 board to be provided for hall.
Handwashing procedures	✓			Handwashing posters at all sinks. Handwashing on arrival, after toileting, before eating as minimum for all pupils.
Cleaning regime	✓			As per Amey in both schools. Cleaning materials available for touch up cleaning by school staff as required. Additional cleaner during school

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				day.
Soft furnishings	✓			All soft furnishings, couches, rugs, cushions to be removed from both schools as far as possible . Books limited as much as possible
Ventilation	✓			All rooms have windows which open in both schools
Covid Positive				
Location for symptomatic persons to isolate	✓			Medical Room used by both schools.
Contact tracing procedures	✓			Seemis and visitors records used for both schools
Pupil/Service User Transport				
Arrangements for transporting pupils/service users	✓			Dropped off at Broad Street, member of staff meets pupil at taxi and returns them to taxi at end of day – not many with this need.
Additional staffing required?		✓		Additional Cleaners during day, Body to help with School Transport?

Other Issues/comments:

If books in use store away for 72hrs before they are used again

~~Lockers not to be used.~~

EASN will be completely separate and pupils will not mix at least until October. Hydropool can be used by one child at a time.

Lift not needed, so not to be used at present.

Visitors – should be kept to a minimum. Support services for pupils will mainly happen during home learning time. All others must sign in at reception.

Keys will be kept for full term rather than handed in each week.

Agreed lunch areas – S1-3 normal dining area; S4 Assembly Hall; S5 Games Hall; S6 Social areas.
Start times staggered – S1-3 08.40 Bruce, 08:45 Erskine, 08:50 Schaw – come in to housegroups.
S4-6 09:00 direct to first class.

No bells to encourage more fluid movement around school.

Classrooms to be in arrangements which are not face to face wherever possible.

Premises COVID Secure and able to open? YES

Review date 25/08/20

Completed by:

Seonaid Scott

Circulation		
Team/Person	Who by	When
Senior Manager	SS	06/08/20
Emergency Planning	SS	06/08/20
Property	SS	06/08/20
Other (please specify) Amey	SS	06/08/20