

ID: RA/COVID-19 PROPERTY		OPERATING PROCEDURE & RISK ASSESSMENT	
Document created: 05/06/2020	Version Number: 7	Version Date: 21/06/2022	Next Scheduled Review Date: No review date set
Department of BRP: Education		Approved by Document Owner: Nicola MacGlashan	
Assessed by: Joanne Flanagan – Health and Safety Advisor - Education (Template created by A Drummond)			
Task: Management of COVID 19 situation. The coronavirus outbreak is still a rapidly evolving situation. This risk assessment must be kept under review and adapted as required. Up to date guidance is available on the council intranet. The government websites must be consulted for the latest guidance.		Number of people affected: Education staff, pupils of school and contractors attending	
Property Name: Williamwood High School			
Equipment/Plant: Statutory compliance and maintenance records sheet available from PATS			
PPE – No additional requirements for the covid risk.			

Number	Location	List of control methods that must be followed to protect your health and safety.	Concerns/comments
1.	Entrance/exits – traffic routes	<ul style="list-style-type: none"> Main entrance used from August 2021 	No longer mandatory for staff or parents/visitors to wear face coverings when in school building, however strongly advised to do so when in communal space and unable to keep 1m or more in distance from others.

2.	Entrance/exits - signage	<ul style="list-style-type: none"> • Signage posted indicating distancing, hand hygiene and risk assessment information. • Entrances manned by staff and sanitiser available on entry 	One way systems only required to be kept where footfall is high in areas.
3.	Entrance/exits-entry procedures	<ul style="list-style-type: none"> • Sanitising station in place at main entrance. Limited hand washing facilities available within the building for pupils • Sign in completed by office staff • Cleaning arrangements in place for regular cleaning of reception area and equipment. • Regular cleaning of entry intercom system and exit buttons in place • Staff to be advised to enter at a time that keeps them clear of pupil entry time • Janitorial staff prop the external doors at front of school at start of each day 	Comment – advise staff that sanitiser should be used only on coming into the building or where they are unable to access hand washing facilities. Encourage pupils to wash hands rather than frequent use of sanitiser, wherever possible
4.	Reception	<ul style="list-style-type: none"> • Desks within office arranged at least 1m between staff • Access restricted via intercom system. • Reception desk has windows in place • A table will be placed in front of reception windows to prevent anyone coming too close • Desks within the office have been arranged to ensure sufficient distance is adhered to. 	Clear desk policy at end of the night encouraged to allow FM to clean
5.	Access to toilet facilities	<ul style="list-style-type: none"> • Signage posted in toilets advising of hand washing methodology 	
6.	Access to kitchen facilities/ staff room and pupils dining areas	<ul style="list-style-type: none"> • Dining areas available for pupils to use • Individual dining hatches will be available for year groups • New pre-order food app due to be available. 2 dedicated App pick-up points will be available once app is operational • Restriction on maximum occupancy levels within meeting/ staff rooms has been removed. • Staff advised to clean down handles of kitchen facilities touched after use • If cleaning utensils on site all to be washed, dried and put away after use. No sharing of utensils amongst staff. • Staff advised not to leave food items on site, all should be brought daily and removed daily – milk and dairy suitable to leave. 	It is essential that staff meeting in staff bases at break time, ensure that the room/space being used is appropriate to the number of people using it at any one time and windows are opened.

7.	Pedestrian traffic routes in corridors	<ul style="list-style-type: none"> Advise staff of need to maintain distancing in corridors. Regular Head Teacher reminders provided by staff bulletin and email. 	
8.	Classrooms and other room arrangements	<ul style="list-style-type: none"> Restriction on maximum occupancy levels within meetings rooms has been removed. Meeting rooms/ spaces occupancy levels set by Head Teacher taking into account factors such as ventilation within the room and length of time room in use, where windows are present, they should be open to allow fresh air to circulate. Pupils use same desk on each visit, where possible Suitable cleaning products available for cleaning classroom equipment available Rooms cleared of all unnecessary items to allow for cleaning needs Access to main office is restricted Conference room will be laid out in different formats during the school year, minimum 1m distancing, room has to be flexible to allow differing groups to utilise Hot desking can take place with cleaning materials available for use. 	It is essential that staff arranging an in-person meeting should ensure that the meeting room/space being used is appropriate to the number of people attending.
9.	Building ventilation	<ul style="list-style-type: none"> Arrangements in place for opening of some windows at start of day and after they leave – staff ensure windows and doors are kept open As per SG guidance and BAM instructions due to type of air conditioning within school system is shut off The control of ventilation within each school is being managed centrally and where any issues arise and/ or mitigations require to be put in place the Head Teacher will be contacted by Education Dept. In addition, staff are encouraged to continue to purge their classes/ staff rooms as often as they can during the school day by opening windows within these areas. 	<p>BAM get alerted by ERC if higher levels of Co2 are found in rooms within the school.</p> <p>HT to remind staff that windows where possible should remain open and that all have a responsibility to monitor this. Where not possible areas should be purged during the school day to allow airflow through the classroom.</p>
10.	Public access	<ul style="list-style-type: none"> Parents are allowed in school building from 18th April at Head Teacher discretion. Where parent access is required, this arranged by appointment. 	

11.	Contractor access	<ul style="list-style-type: none"> Contractor access by arrangement only Record of presence in fire register and sign in made by BAM staff on behalf of contractor Contractors to adhere to entry and social distancing needs Contractor works arranged out of hours where possible 	
12.	Fire safety and evacuation	<ul style="list-style-type: none"> Fire evacuation procedure in place and staff briefed on requirements of evacuation Fire system maintenance checks in place as per fire register requirements Fire doors kept closed unless appropriate devices for holding open are in place Staff reminded to maintain distancing at muster point Staff encouraged to complete e- learning fire module at least once a year 	Fire drill completed – March 2022.
13.	Deliveries	<ul style="list-style-type: none"> Separate delivery door available and used Hand sanitising provision located at delivery door Office staff will advise of location via intercom system Dedicated member of staff for receipt of deliveries Delivered goods located to ensure no blocking of escape routes Signage on front door to advise delivery procedures. 	
14.	First Aid	<ul style="list-style-type: none"> First Aid arrangements in place PPE Provided Signage posted of what to do if a member of staff or a pupil becomes symptomatic while present 	
15.	Cleaning arrangements	<ul style="list-style-type: none"> Cleaning arrangements put in place to enhance previous provision Cleaning staff provided with information on points that require more frequent cleaning i.e. door handles, window handles, entrance intercom, exit release buttons, printers/copiers, electronic sign in, toilets and kitchen equipment such as kettle, fridge and microwave oven handles. 	
16.	Outdoor activity areas and equipment	<ul style="list-style-type: none"> Encourage use of outdoor space Of- site activity – hand washing for pupils and staff will take place on return to the building if off site activity takes place 	Comment – sanitiser has little effect if hands are physically contaminated, therefore no requirement to take off site for this activity
17.	Indoor Lets	<ul style="list-style-type: none"> Toilet access will be restricted to allocated toilets during Lets One person access to toilet allowed 	School to ensure that whatever is being used by Let's staff to wipe down high

	<ul style="list-style-type: none"> • Hand sanitiser station at the main entry to be use by Let's and within rooms in use • Lets agree to take responsibility for wiping down frequently touched surfaces in the toilets or in the room(s) used • Products for cleaning rooms used should be provided to Lets staff to prevent lets using school staff cleaning materials • Face coverings must be worn when entering and moving about the building in communal areas where 1m distancing cannot be kept. 	touch areas is compatible with Facilities Management cleaning products. BAM to inform school of what areas require this action.
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Actions – signage		Responsibility	Completion
1	Signage to be posted at front entrance indicating social distancing, hand hygiene and risk assessment information.	Head Teacher	Complete – 2 nd review
2	2m distancing markers to be put in place from sanitising station outwards	Head Teacher	Complete – 2 nd review
3	Signage to be posted in toilets advising of hand washing methodology	Head Teacher	Complete – 2 nd review
4	Arrangement of seats that can be used within staff rooms identified and marked and rooms marked on door with number of occupants permitted	Head Teacher	Complete – 2 nd review
Actions - other			
5	Rooms to be cleared of unnecessary equipment to allow easy cleaning	Head Teacher	Complete – 2 nd review
6	All staff briefed on fire evacuation procedures and records of such briefing held	Head Teacher	Complete
7	Room identified for use if a member of staff or a pupil becomes symptomatic (with a window)	Head Teacher	Complete – Interview rooms

8	Provide cleaning staff with information on points to be cleaned regularly	Head Teacher	Complete – 4 day cleaners
9	Brief staff on the content of this risk assessment and hold a record of such briefings –	Head Teacher	Complete - Tannoy updates regularly and staff see updated risk assessment
10	BAM to determine if Air Conditioning can be switched on, where multiple recirculation of air does not occur	BAM	Complete – system is not on
11	Toilet access will be restricted to allocated toilets during Lets One person access to toilet allowed	Head Teacher/ BAM/ ERCL	Complete
12	Products for cleaning rooms used should be provided to Lets staff to prevent lets using school staff cleaning materials	Head Teacher/ BAM/ ERCL	Complete
13	Face coverings should be requested to be worn when entering and moving about the building.	Head Teacher/ BAM/ ERCL	Complete