

<b>ID: RA/COVID-19 PROPERTY</b>		<b>OPERATING PROCEDURE &amp; RISK ASSESSMENT</b>	
<b>Document created:</b> 05/06/2020	<b>Version Number: 4</b>	<b>Version Date: 17/03/2021</b>	<b>Next Scheduled Review Date: 17/06/2021</b>
<b>Department of BRP: Education</b>		<b>Approved by Document Owner: Willie Inglis</b>	
<b>Assessed by: Joanne Flanagan</b> – <i>Health and Safety Advisor - Education</i> ( <i>Template created by A Drummond</i> )			
<b>Task:</b> 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.		<b>Number of people affected:</b> Education staff, pupils of school and contractors attending	
<b>Property Name: Williamwood High School</b>			
<b>Equipment/Plant:</b> Statutory compliance and maintenance records sheet available from PATS			
<b>PPE</b> – No additional requirements for the covid risk.			

<b>Number</b>	<b>Location</b>	<b>List of control methods that must be followed to protect your health and safety.</b>	<b>Concerns/comments</b>
1.	Entrance/exits – traffic routes	<ul style="list-style-type: none"> <li>• Main entrance will be used initially, and main and 2 side entrances used by pupils to spread the numbers.</li> <li>• Staff advised of need to maintain social distancing</li> <li>• Social distancing for pupils from 15/03/2021</li> </ul>	

2.	Entrance/exits - signage	<ul style="list-style-type: none"> <li>• Signage posted indicating social distancing, hand hygiene and risk assessment information.</li> <li>• Entrances manned by staff and sanitiser available on entry</li> </ul>	
3.	Entrance/exits-entry procedures	<ul style="list-style-type: none"> <li>• Sanitising station in place at main entrance. Limited hand washing facilities available within the building for pupils</li> <li>• Sign in will be completed by office staff or by staff using own pens.</li> <li>• Cleaning arrangements in place for regular cleaning of reception area and equipment.</li> <li>• Regular cleaning of entry intercom system and exit buttons in place</li> <li>• Staff to be advised to enter at a time that keeps them clear of pupil entry time</li> <li>• Janitorial staff prop the external doors at front of school, P.E and Maths at start of each day</li> <li>• Janitorial staff to hold open the external doors at the foot of stair 2 at the end of the school day to ensure speedy egress and avoid overcrowding</li> </ul>	<p>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</p>
4.	Reception	<ul style="list-style-type: none"> <li>• Access restricted via intercom system.</li> <li>• Reception desk has windows in place</li> <li>• Office staff stand behind a marked line to provide 2m distance from person at reception</li> <li>• A table will be placed in front of reception windows to prevent anyone coming too close</li> <li>• Desks within the office have been arranged to ensure 2m physical distance is adhered to.</li> </ul>	<p>Office staff should remove papers and personal items from top of desk to avoid their becoming contaminated. Enclose these in desk drawers or boxes until risk of corona virus has receded.</p>
5.	Access to toilet facilities	<ul style="list-style-type: none"> <li>• Access to toilets managed to allow social distancing – where possible, one person use at a time – currently manned by PSA staff during period 15/03/2021 till Easter</li> <li>• Signage posted in toilets advising of hand washing methodology</li> <li>• A monitor will be posted to control toilet access</li> </ul>	
6.	Access to kitchen facilities/ staff room and pupils dining areas	<ul style="list-style-type: none"> <li>• Dining areas available for pupils to use</li> <li>• Individual dining hatches will be available for year groups</li> <li>• New pre-order food app due to be available shortly. 2 dedicated App pick-up points will be available once app is operational</li> </ul>	

		<ul style="list-style-type: none"> <li>• Maximum number of staff permitted in staff rooms at any one time identified and signage displayed on entrance door.</li> <li>• Staff advised to clean down handles of kitchen facilities touched after use</li> <li>• Staff advised to bring packed lunches and remove utensils for cleaning at home. If cleaning utensils on site all to be washed, dried and put away immediately after use. No sharing of utensils amongst staff.</li> <li>• Staff advised not to leave food items on site, all should be brought daily and removed daily</li> </ul>	
7.	Pedestrian traffic routes in corridors	<ul style="list-style-type: none"> <li>• Stairs have one way system (up or down only)</li> <li>• Keep left system in place and arrows on floor and demarcation lines in place</li> <li>• Advise staff of need to maintain 2m social distancing in corridors, although passing another is acceptable as long as this is done without delay</li> <li>• Regular Head Teacher reminders provided by tannoy and email</li> </ul>	
8.	Classrooms and other room arrangements	<ul style="list-style-type: none"> <li>• 2m social distancing for pupils in classes for short period of time</li> <li>• Pupils use same desk on each visit, where possible</li> <li>• Suitable cleaning products available for cleaning classroom equipment available</li> <li>• Rooms cleared of all unnecessary items to allow for cleaning needs</li> <li>• Reprographics room to be marked with number of people permitted within at one time</li> <li>• Access to main office to be restricted – no entry for any other staff, all requests for printing etc to be made at window, by email or by phone</li> <li>• Conference room will be laid out in different formats during the school year, always at 2m social distancing – room has to be flexible to allow differing groups to utilise</li> </ul>	<p>Main office – Max 7 staff            Art Base - Max 4 staff            Tech &amp; Design Base – Max 4 staff            Modern Languages - Max 6 staff            Maths Base - Max 13 staff            BICT Base – Max 7 staff            Conference Room - Max 16 staff            F&amp;TT - Max 4 staff            Performance Art Base - Max 4 staff            Pupil Support Base - Max 8 staff            PSA Base - Max 2 staff            Social Subject Base - Max 8 staff            Science Base - Max 11 staff            PE Base - Max 8 staff            SMT office - Max 7 staff</p>
9.	Building ventilation	<ul style="list-style-type: none"> <li>• Arrangements in place for opening of some windows at start of day and after they leave – staff ensure windows and doors are kept open</li> <li>• As per SG guidance and BAM instructions due to type of air conditioning within school system is shut off</li> </ul>	
10.	Public access	<ul style="list-style-type: none"> <li>• Parents informed to drop children off and if this is by car to stay in the car</li> </ul>	

		<ul style="list-style-type: none"> <li>• Where parent access is required, this arranged by appointment and only one person per child family wherever possible</li> <li>• Where items being dropped off for children, items to be left outside and office advised by use of intercom</li> </ul>	
11.	Contractor access	<ul style="list-style-type: none"> <li>• Contractor access by arrangement only</li> <li>• Record of presence in fire register and sign in made by BAM staff on behalf of contractor</li> <li>• Contractors to adhere to entry and social distancing needs</li> <li>• Contractor works arranged out of hours where possible</li> </ul>	
12.	Fire safety and evacuation	<ul style="list-style-type: none"> <li>• Fire evacuation procedure in place and staff briefed on requirements of evacuation</li> <li>• Fire system maintenance checks in place as per fire register requirements</li> <li>• Fire doors kept closed unless appropriate devices for holding open are in place</li> <li>• Staff reminded to maintain social distancing at muster point</li> </ul>	
13.	Deliveries	<ul style="list-style-type: none"> <li>• Separate delivery door available and used</li> <li>• Hand sanitising provision located at delivery door</li> <li>• Office staff will advise of location via intercom system</li> <li>• Dedicated member of staff for receipt of deliveries</li> <li>• Delivered goods located to ensure no blocking of escape routes</li> <li>• Signage on front door to advise delivery procedures.</li> </ul>	
14.	First Aid	<ul style="list-style-type: none"> <li>• First Aid arrangements in place</li> <li>• PPE Provided</li> <li>• Seated area outside reception can be used for minor bumps and scrapes when required</li> <li>• Signage posted of what to do if a member of staff or a pupil becomes symptomatic while present</li> <li>• Interview rooms identified for use if a member of staff or a pupil becomes symptomatic</li> </ul>	
15.	Cleaning arrangements	<ul style="list-style-type: none"> <li>• Cleaning arrangements put in place to enhance previous provision</li> <li>• Cleaning staff provided with information on points that require more frequent cleaning i.e. door handles, window handles, entrance intercom,</li> </ul>	

		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"> <li>• Encourage use of outdoor space</li> <li>• Enclosed areas on school grounds – equipment cleaned down between user groups</li> <li>• Of- site activity – hand washing for pupils and staff will take place on return to the building if off site activity takes place</li> </ul>	Comment – sanitiser has little effect if hands are physically contaminated, therefore no requirement to take off site for this activity

<b>Actions – signage</b>		<b>Responsibility</b>	<b>Completion</b>
1	Signage to be posted at front entrance indicating social distancing, hand hygiene and risk assessment information.	Head Teacher	Complete – 2 <sup>nd</sup> review
2	2m distancing markers to be put in place from sanitising station outwards	Head Teacher	Complete – 2 <sup>nd</sup> review
3	Signage to be posted in toilets advising of hand washing methodology	Head Teacher	Complete – 2 <sup>nd</sup> 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 <sup>nd</sup> review
<b>Actions - other</b>			
5	Rooms to be cleared of unnecessary equipment to allow easy cleaning	Head Teacher	Complete – 2 <sup>nd</sup> review
6	All staff briefed on fire evacuation procedures and records of such briefing held	Head Teacher	Fire drill comp w/b 22/09/2020
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