Covid-19 Return to work /School   
Checklist & Risk Assessment

May 2020

# Contents

[Contents 2](#_Toc41563021)

[Introduction 3](#_Toc41563022)

[Where do you start? 3](#_Toc41563023)

[COVID-19 Health & Safety Inspection Checklist 5](#_Toc41563024)

[Workplace / School Health & Safety Inspection Action Summary 10](#_Toc41563025)

Workplace /School Risk Assessment…….……………………………………………………………… 12

Appendix A ……………………………………………………………………………………………………28

Appendix B ……………………………………………………………………………………………………31

# Introduction

This Toolkit contains tools that are intended to plan and support your services next steps now that lockdown measures are easing that will keep people safe from the risk of COVID-19 when returning to work. The tools have been created using the latest advice from the Scottish Government, NHS Inform and Health Protection Scotland.

Scotland’s Route Map published by the Scottish Government sets out the phases by which Scotland will aim to ease lockdown. Further Guidance will be issued and at the moment the advice is clear that where possible work should be undertaken from home. A phased approach is being taken to vary restrictions moving from Phase 1-4. Currently, if it is not possible to undertake work from home and activities are considered essential, you can continue to work but should assess your activities in line with the latest COVID-19 prevention methods.

Services need to plan now for this phased return to the workplace over what could be prolonged periods. The guiding principle should be how we take care of people, our staff and our community and safeguard their health and well-being.

Please note all information in this pack is correct as of May 2020.

# Where do you start?

There is a lot of information out there regarding COVID-19 and details change daily. Trying to stay on top of the information is challenging and it is important to pay attention to information circulated by the Council. The Toolkit is structured to provide a logical thought process to follow:

## Step 1 – Complete the COVID-19 Inspection Checklist

The inspection form 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 need to be put in place. These are recorded in the Action Summary to enable you to focus on these areas as you complete the Risk Assessment.

## Step 2 – Use the findings from your completed Inspection Checklist to complete the COVID-19 Risk Assessment

The risk assessment is setup with the same four topics as the inspection form but goes 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 must tailor the document so it is relevant to your service/workplace.. There is a resource list that will allow you to quickly find the information you need from the relevant source. Firstly, consider the controls that are already in place. Record these as ‘Existing’ and then determine if they adequately control the risk.

## Step 3 –Control Measures

If existing controls do not adequately control the risk, or there are no existing controls, you must develop additional measures. Completing the risk assessment will enable you to identify of the range of different measures that you now need to implement. This is the time to evaluate the practicality of implementing each measure and determine how to take the necessary steps to ensure they are in place ready for your return to work. These are recorded as ’Proposed’ until they have been implemented.

## Step 4 – Communication

Communication is key and there is a lot of change that staff need to digest and consider before returning to work. Continuous communication throughout this process will demonstrate that you are putting your staff’s safety at the heart of this decision. It is important to work closely with HR including health and safety in developing these plans. Communicate the practical measures being taken to staff on a regular basis to help reassure them that their health and safety is a priority. The Council’s Safety Forums and Central Safety Consultative Committee have an important role to play. Make sure that employees are clear about what rules and procedures they should following in the workplace. Putting in place a re-orientation or re-induction process for returning staff is vital.

## Step 5 – Review

The information around COVID-19 changes on a frequent basis and you will need to monitor the latest advice for any changes that could impact your Service. There is a library of useful links that can be monitored for the latest information available on the intranet Covid-19 pages.

## Latest Government and NHS Advice

[Latest Government Social Distancing Information](https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/coronavirus-covid-19-physical-distancing)

[Guidance for Employers & Businesses on COVID-19](https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf)

[Guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/coronavirus-covid-19-shielding)

[Coronavirus Business and Social Distancing Guidelines](https://www.gov.scot/publications/coronavirus-covid-19-staying-at-home-and-away-from-others/)

[NHS COVID-19 Latest Information](https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19)

[Scotland Route map through and out of the crisis](https://www.gov.scot/publications/coronavirus-covid-19-framework-decision-making-scotlands-route-map-through-out-crisis/)

[Coronavirus (COVID-19): test, trace, isolate, support strategy](https://www.gov.scot/publications/coronavirus-covid-19-test-trace-isolate-support/)

[A guide for transport operators in Scotland to keep their staff and those using their services safe](https://www.transport.gov.scot/coronavirus-covid-19/transport-transition-plan/guidance-for-transport-operators/)

[Coronavirus (COVID-19): reopening schools guide](https://www.gov.scot/publications/coronavirus-covid-19-re-opening-schools-guide/)

[Core COVID-19 Information and Guidance for General (Non-Healthcare) Settings](https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf)

# COVID-19 Health & Safety Inspection Checklist

The current COVID-19 coronavirus outbreak poses a serious risk to individuals and organisations. This Inspection Checklist assists in identifying the control measures to consider to reduce the risk of workplace infections and as part of a proactive monitoring regime. It can be used to check that preventative and protective control measures are implemented in line with current health and safety general duties.

|  |
| --- |
| **School:**  Dunrossness Primary School |
| **Address: Dunrossness, Shetland ZE2 9JG** |
| **Service: Children’s Services** |
| **Inspection Undertaken by: Andrea Henderson and Louise Leslie** |
| **Reported to for Approval: 2.11.20** |

|  |  |  |  |
| --- | --- | --- | --- |
| No of issues not closed out from previous inspection |  | No of issues that are repeated from previous report |  |

|  |
| --- |
| **Findings of Inspection** |
| Level of compliance should be included in report using a Rag Rating - **Green** – Full compliance (no action required), **Amber** - Partial compliance (remedial action recommended), **Red** – No compliance (action required) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **A: Staff – Consider what impact returning to work would have on your staff and how to keep them 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** |  |
| 2. | Are you tracking people who have been identified as high risk/are shielding or asked to isolate through ‘Test, Trace, Isolate & Support’? | **Y** | **Green** | No one within Dunrossness Primary School staff or pupils have been identified as high risk at this time. |
| 3. | Where practicable have staff been allowed to work from home/remotely? | **N/A** | **Green** | Being open and as a frontline service staff are required to come in to the setting to work. |
| 4. | Can all staff maintain the government guidelines for social distancing based on your activity ([The latest Social Distancing Guidelines available here](https://www.gov.scot/publications/coronavirus-covid-19-staying-at-home-and-away-from-others/)). These could include but are not limited to the following: | **Y** | **Amber** | Floor markings and signage are in place. Staff endeavour to stay 2m apart from pupils but this is not always easy.  Some pupils will require personal care – PFRAs will be completed and appropriate PPE to be used. |
| 4a | Are you able to segregate staff’s activities to promote 2 metres distance? | **Y** | **Green** | We have enough floor space. Most staff meetings take place via online platforms. The staffroom is not used. |
| 4b | Are you able to limit the amount of contact staff have with each other to 15 minutes or less? | **Y** | **Green** |  |
| 4c | 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** | One way systems are in place. Signage in place to direct pupils. |
| 5. | Have staff been trained / notified before returning to work on any new procedures? | **Y** | **Green** | Staff are kept updated on any new procedures. |
| 6. | Have staff been provided with information about hand washing techniques for suggested duration to maintain good hygiene practices? | **Y** | **Green** |  |
| 7. | Have staff been instructed on social distancing where practicable while at work? | **Y** | **Green** |  |
| 8. | Have staff been trained on what to do if they are experiencing COVID-19 symptoms? | **Y** | **Green** |  |
| 9. | Are daily alerts from government departments e.g. NHS Inform/ Health Protection Scotland being sourced and shared with staff? | **Y** | **Green** | Any alerts received is shared with all staff. |
| 10. | Have staff been instructed to minimise business related travel and use video/telephone chat as an alternative method of maintaining contact with colleagues, parents, carers, suppliers and customers? | **Y** | **Green** |  |

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| **B: Travel, Access & Egress – Consider how your staff 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? | **Y** | **Green** | Staff are to be aware of he 2m distancing rule in the car park. Remain in your care if there are others in the car park and you cannot maintain a 2m distance |
| 2. | Are staff using their own transport for work activities? | **Y** | **Green** | Yes for commuting to and from work. |
| 3. | Are staff avoiding public transport where applicable and using alternatives (e.g. cycling, walking to work etc)? | **Y** | **Green** |  |
| 4. | Have you considered staff that are required to car share for their role and whether this could continue? | **N/A** | Choose an item. |  |
| 5. | Have the entry and exits to the building/site been reviewed to ensure that access/egress can be carried out safely? | **Y** | **Green** | Hand sanitiser available on entry and exit points.  All classes have their own entrance and exit point. |
| 6. | Has access to the building/site been restricted to parents, carers, visitors and contractors etc? | **Y** | **Green** |  |
| 7. | Is it practicable to confine parents, carers and visitors to strictly defined areas and avoid unnecessary movements around the building? | **Y** | **Green** | Posters with no visitors beyond this point displayed. Parents can be in the entrance porch. Staff understand that if it is in use, they must not enter. |
| 8. | Have appropriate hand sanitiser pump action containers been made available in every work area classroom and on main travel routes through the building/site including access and egress areas? | **Y** | **Green** | Hand sanitiser pumps at main entrance and in P5/6 where there is less access to handwashing facilities.  Hand sanitiser is available at all necessary points. In younger classes teacher sprays sanitiser directly on to child’s hands. |
| 9. | Is advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and social areas? | **Y** | **Green** | Waiting for signage to be delivered. |
| 10. | Are the signs displayed, reviewed and replaced as necessary? | **Y** | **Green** |  |

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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 deep clean of the property / site before returning? | **Y** | **Green** | Cleaning routines and regimes have been shared and adhered to. Daily cleaning, after school cleaning and a deep clean during holiday periods occur. |
| 2 | Is the ongoing cleaning frequency sufficient and can cleaning be undertaken when site/building/premises is occupied? | **Y** | **Green** |  |
| 3. | Are all hand contact points cleaned on a frequent basis throughout the day including, door furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, toilets, canteen / food preparation areas, technical equipment, science equipment, musical instruments, art equipment etc? | **Y** | **Green** |  |
| 4. | Are appropriate cleaning products being used during daily preventative cleaning regime? | **Y** | **Green** | Being complied with. |
| 5 | Have persons undertaking the cleaning been instructed with clear safe usage instructions? | **Y** | **Green** | Being complied with |
| 6 | Have staff been provided with appropriate cleaning products so that they can frequently clean their work stations during the day? | **Y** | **Green** | Waiting on delivery of wipes/disposable cloths |
| 7 | Can rugs and mats be removed where safe to do so to make cleaning and disinfection of floors easier? | **Y** | **Green** | Rugs removed and stored. |
| 8 | Have all soft furnishings been removed from classrooms and G.P. areas? | **Y** | **Green** |  |
| 9 | Has all excess equipment/books been removed from classrooms? | **Y** | **Green** |  |
| 10 |  | Choose an item. | Choose an item. |  |

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| **D: Building Safety – Responsible Person Checks – Consider how you ensure your building remains safe for all staff, pupils and visitors.** | | | | |
| **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** |  |
| 2. | Ventilation / Humidity / Lighting & Heating. | **Y** | **Green** |  |
| 3. | Gas Installations. | **Y** | **Green** |  |
| 4. | Legionella Controls. | **Y** | **Green** |  |
| 5. | Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance. | **Y** | **Green** |  |
| 6 | Lift Statutory Inspections. | **N/A** | Choose an item. |  |

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| --- | --- | --- | --- | --- |
| **E: Other Issues** | | | | |
| **No** | **Issues** | **Y/N/**  **NA** | **Rating**  **R/A/G** | **Comments** |
|  |  | Choose an item. | Choose an item. |  |
|  |  | Choose an item. | Choose an item. |  |
|  |  | Choose an item. | Choose an item. |  |
|  |  | Choose an item. | Choose an item. |  |
|  |  | Choose an item. | Choose an item. |  |
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|  |  | Choose an item. | Choose an item. |  |
|  |  | Choose an item. | Choose an item. |  |
|  |  | Choose an item. | Choose an item. |  |
|  |  | Choose an item. | Choose an item. |  |

**Inspection undertaken by:**

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |

# Workplace/School Health & Safety Inspection Action Summary

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Point Ref** | **Details of Corrective Action Required** | | | | | **Timescale** | **Responsible Person** | | **Completed** |
| **A.4** | Can all staff maintain the government guidelines for social distancing based on your activity ([The latest Social Distancing Guidelines available here](https://www.gov.scot/publications/coronavirus-covid-19-staying-at-home-and-away-from-others/)). These could include but are not limited to the following:  **Person centred risk assessment in place for pupil.** | | | | | **August 11th 2020** | **Louise Leslie** | |  |
| **A.4c** | 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? | | | | | **August 11th 2020** | **John Mackenzie**  **Andrea Henderson**  **Louise Leslie** | |  |
| **B.6** | Has access to the building/site been restricted to parents, carers, visitors and contractors etc?  **Information shared with parents. Everyone so far has been very good at following procedures.** | | | | | **Andrea Henderson** | **11th August 2020** | |  |
| **B.8** | Have appropriate hand sanitiser pump action containers been made available in every work area classroom and on main travel routes through the building/site including access and egress areas? | | | | | **Andrea Henderson**  **John Mackenzie** | **11th August 2020** | |  |
| **B.9** | Is advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and social areas? | | | | | **Andrea**  **John** | **11th August 2020** | |  |
| **C.6** | Have staff been provided with appropriate cleaning products so that they can frequently clean their work stations during the day? | | | | | **Andrea**  **John** | **16th June 2020** | |  |
| **C.7** | Can rugs and mats be removed where safe to do so to make cleaning and disinfection of floors easier? | | | | | **Teaching staff**  **Support staff** | **3rd July 2020** | |  |
| **C.8** | Have all soft furnishings been removed from classrooms and G.P. areas? | | | | | **Teaching staff**  **Support staff** | **3rd July 2020** | |  |
| **C.9** | Has all excess equipment/books been removed from classrooms? | | | | | **All staff** | **3rd July 2020** | |  |
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|  |  | | | | |  |  | |  |
|  |  | | | | |  |  | |  |
| Additional Comments | |  | | | | | | | |
| Signed: | Andrea Henderson | Date: | 12th June 2020 | | |

**Workplace Risk Assessment**

Existing Health and Safety legislation makes it mandatory for all organisations to carry out a risk assessment of their work sites, and to keep these assessments constantly updated as circumstances change. There are also duties to consult with the workforce as part of this process, and to share the results of any risk assessment with them. The new risk posed by COVID-19 requires all employers to revisit their current H&S risk assessments, to ensure that new COVID-19 risks are assessed and managed. This means doing everything reasonably practicable to minimise these risks, recognising that we cannot completely eliminate the risk of COVID-19.

Risk control measures should be implemented according to the Hierarchy of Controls.(see Appendix A) Further information on the practical implementation follows. You are reminded that when assessing that level of risk that a hazard may present you must consider the likely outcome of the hazard causing harm, NOT the worst case scenario. The matrix for assessing risk is:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SEVERITY** | **LIKELIHOOD** | | | | |
|  | **1**  **Very Unlikely**  **(*freak event )*** | **2**  **Unlikely**  ***(Unlikely sequence of events)*** | **3**  **Possible**  ***(Foreseeable under unusual circumstances)*** | **4**  **Likely**  ***(Easily foreseeable - )*** | **5**  **Very Likely**  ***(Common occurrence )*** |
| **1**  **Negligible**  ***(Risk of transmission is zero)*** | Low | Low | Low | Low | Low |
| **2**  **Slight**  ***(Risk of transmission is very low)*** | Low | Low | Low | Medium | Medium |
| **3**  **Moderate**  ***Risk of transmission is low)*** | Low | Low | Medium | High | High |
| **4**  **Severe**  ***(Risk of transmission is moderate)*** | Low | Medium | High | High | High |
| **5**  **Very Severe**  ***(Risk of transmission is high)*** | Low | Medium | High | High | High |

| **HAZARD** | **AT RISK** | **CONTROL MEASURES** | **PROBABLE 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** |
| **Employee /Pupil Safety –** | | | | | | | | |
| Psychological well being | Staff/Pupils | Regular communication is in place (individual and group) to ensure staff/pupils are not ill-informed about returning to work/school safely.  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.  New teaching and learning controls put in place to reduce risk of exposure to COVID-19 are documented in procedures and policies and relevant information disseminated to Parents/Carers.  Line managers/ Head Teachers are aware of how big changes to working arrangements may cause additional work-related stress and affect their staffs mental health and wellbeing.  Line managers/Head Teachers are aware of how big changes to learning arrangements may cause additional stress for children affect their mental health and wellbeing.  Managers/ Head Teachers hold regular informal discussions with their team and look at ways to reduce causes of stress.  Concerns on workload issues or support needs are escalated to line manager/Head Teachers.  Managers/ Head Teachers 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 stress risk assessment to reflect new working arrangements. **Andrea, Louise and John to review stress RA**  Staff are made aware of supportive mechanisms available to them (e.g. staff welfare officer) through line managers.  Pupils are made aware of supportive mechanisms available to them (e.g. Pupil Support). | E | Severe | Possible | High | 3rd July 2020 |  |
| Virus transmission in the workplace /School  Virus transmission in the workplace/ school – Continued  Virus transmission in the workplace – Continued | Staff, Pupils, Parents, Carers, visitors, contractors  Staff, Pupils, Parents, Carers, Visitors, contractors  Staff, Pupils, Parents, Carers, Visitors, contractors | [Specific individual worker risk assessment](http://intranet2.shetland.gov.uk/Policy/SiteAssets/SitePages/Coronavirus/Vulnerable%20People%20Risk%20Assessment%20form%20V2.doc) been undertaken for those who have a self-declared health condition which could increase their risk profile.  An [inspection checklist](#_COVID-19_Health_&) 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.  A tracking system is utilised to keep track of when staff can return to work after the symptom free period.  Training arrangements have been developed including refresher sessions to ensure staff have been trained before returning to work on any new procedures. These courses will be delivered through online learning.  Work has been arranged so that staff are able to maintain the government guidelines for social distancing based on our industry (The latest Guidance on these measure can be found by clicking the following link [Social Distancing Guidelines](https://www.gov.scot/publications/coronavirus-covid-19-business-and-social-distancing-guidance/)).  Staff activities are segregated to promote 2 metres distance.  Pupil activities are segregated to promote 2 metres distance.  A one-way flow system is implemented where possible and visual aids, such as floor strips, signage are used for maintaining two metres distance throughout the school.  Employees/pupils are educated on preventative care.  Hygiene guidance is given such as avoiding touching eyes, nose, mouth and unwashed hands, cover your cough or sneeze with a tissue, and throw it away in a bin and wash your hands. Teachers to regularly communicate this with pupils.  Ensure help is available for children and young people who have difficulty cleaning their hands independently.  Ensure good hygiene at and around toilet areas, e.g. doors. Devise system within school that ensures limited number of children/staff go to the toilet at one time.  Staff and visitors advised of new expectations regarding face coverings. (2.11.20) Staff informed not to wear face coverings such as scarves where these could be hazardous in their working environment.  Young children or those that cannot use them safely advised not to wear masks.  Posters are displayed that encourage staying home when sick and implementing good respiratory hygiene.  Alcohol based hand rub has been placed at strategic areas within the school and in other areas where they will be seen. For example at all entrances to school and in general circulation/breakout areas.  The use of alcohol based hand rub to be supervised particularly when being used by small children.  Parents/Carers advised there will be the use of alcohol based hand sanitisers.  Staff/pupils have been instructed to clean their hands frequently, to wash their hands with soap and water for at least 20 seconds followed by the use of an alcohol-based hand sanitiser that contains at least 60-95% alcohol. Soap and water and alcohol-based hand rubs are provided in the school and adequate supplies are maintained.  Social distancing while at school is maintained by continuing to limit social interactions by staggering ~~start/finish~~ drop off/pick up times and at break times/ lunchtimes. Posters will be located throughout the school to remind parent/carers/staff/pupils to exercise 2M distancing.  Classrooms – Organise classrooms for smaller groups, removing excess furniture, and ensuring that Social Distancing is maintained between seats.  Where laundry is to be carried out in the school all items should be placed in an appropriate receptacle before being washed. The machine should be no more than half full and the wash cycle should be at least 60C. Where items are taken home by pupils they should be advised to place them in a disposable plastic bag for transporting. **Nursery staff take note – is this happening?**  Remove soft furnishings.  Prop open doors (please note this does not include fire doors), where safe to do so (mindful of fire safety). This will limit use of door handles, and improve ventilation.  Staff bring their own provisions in for refreshments/lunch. Staff to also bring their own cup/water bottle.  Children to bring their own bottle of water, and snack. Tuck shop areas will not be open.  Lunch –  Lunches are served in the hall. P1- 4 in sitting 1 and P5-7 in sitting 2. There is cleaning between sittings and the children do not share chairs. Children are sitting side by side, not opposite each other. Classes are kept at least 2m apart.  Social gathering amongst staff has been discouraged whilst at work. The staff room shall not be used for large gatherings at break times, and staff will be encouraged to remain in their own classroom. Staff rooms may be used for timetabled non-teaching time.  Staff requested to keep in touch through remote technology such as phone, internet and social media.  PPE will be located in a designated ‘isolation room’.  Adequate training has been made on what PPE is required (i.e. gloves, masks, aprons, Filtering Face Pieces (P3), goggles, the correct donning/doffing of PPE and face fit testing. The office staff are aware of these procedures and they are displayed in the isolation room.  Official guidance for correct donning and doffing of PPE for [non-AGPs.](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures) as well as for[AGPs](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures). is followed.  Official government guidance is monitored regularly for latest details on guidance and advice which is shared with staff.  Business related travel is reduced.  All non-essential meetings have been changed to digital consultations with essential face to face meetings following government social distancing guidelines.  Staff discouraged from hand shaking and general close personal greetings.  Staff are made aware of the impact of COVID-19 on their job/change of working environment.  Each pupil will be issued with their own text books, pens, pencils etc. | E | Moderate | Possible | Medium | 3rd July 2020 |  |
| Someone entering the school with COVID-19/ or become unwell within the school | Staff, Pupils, Parents, Carers, visitors, contractors | 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.  Work with our supply chain to ensure that they are adopting good practices to prevent the spread of COVID-19 to discuss arrangements and control measures. Delivery of mail, milk and couriers will leave all martials inside main porch. Janitor will sanitise if required and delivered to appropriate collection point.  Staff are made aware of COVID-19 symptoms via training sessions and visual aids such as posters in key locations, screensavers.  Anybody visiting site will be informed that they are not to enter if they’re experiencing COVID-19 symptoms and will be advised to self-isolate in line with government recommendations.  Staff/pupils and through communications to parents/carers 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.  Remind staff/parents if their child or any member of the household has cold symptoms (not just fever/cough), they should not attend school, and to follow isolation guidance. Posters displayed at entrances and throughout school.  Any child who presents with Covid-19 symptoms should be located in an Isolation Room.  The isolation toilet has been identified and will be used when necessary. It will be locked until it has been deep cleaned, following correct procedures.  PPE to be located just outside the ‘isolation room’ in a plastic box with lid.  Any siblings of the child to be made aware they will be collected from school to follow isolation guidance. Siblings to be instructed to wait in a designated area. This area will be located outside the isolation room, inside the front door area.  Relevant reports to be completed to allow Track, Trace Isolate.  Procedure to be in place in event of when parent/carer is late to collect child/children when unwell.  Any staff member who presents with Covid-19 symptoms should isolate in an Isolation Room, to phone/communicate with management, in order to cover classes appropriately. Then exit school asap. | E  Choose an item. | Moderate | Possible | Medium |  |  |

| **Hazard** | **At Risk** | **Control Measures** | **Probable 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** | |
| Travel, Access & Egress | | | | | | | | | |
| Travelling to work/school | Staff, Pupils, Parents, Carers, visitors, contractors | Staff told to avoid public transport where applicable and using alternatives e.g. cycling, walking to work etc  Where possible staff should not car share  Janitor will use council vehicle for work activities. Sole use. -  Transport Planning to advise on school transport guidance.  Parents/carers/staff/pupils to adhere to 2m distancing on the school grounds approaching/exiting school. | E  E  E  P  P | Slight  Moderate | UnlikelyPossible | Low  Medium | By 11th August | |  |
| Entry and exit to building  Entry and exit to building – Continued | Staff, Pupils, Parents, Carers, visitors, contractors  Staff, Pupils, Parents, Carers, visitors, contractors | Entry and exits to the building/school are reviewed to ensure that access/egress can be carried out safely.  Nursery – own entrance via playground  P1/2 – Fire door  P2/3 – Lower playground door  P4/5, P5/6, P7 – Fire doors  Stagger break times and lunch breaks. This will ensure that corridors or circulation areas have a limited number of pupils using them at any one time. Classes of children will have their own areas within the playground  Access classroom from outside door where applicable.  Follow procedure for when parent/carer is late to collect child. Child is collected from class fire door unless in isolation room where parent/carer will wait outside the main front door.  Pupils to wash hands with soap and water or sanitise, after entering building, and before exiting building.  Access and exit from a building involving signing in/out at reception appropriately managed, any touchscreen technology avoided. Should use own pen where possible or sanitise prior to touching book and pen and again after. Pen and sign in book wiped regularly.    Access to the building/site been restricted to visitors and contractors etc.  Visitors confined to strictly defined areas and unnecessary movements around the building avoided. Parents/carers to leave children at main door of school, or another means of access as advised by the Head Teacher, exercising 2m distancing.  Hand sanitiser pump action containers are available in every work area and on main travel routes through the school including access and egress areas.  Advisory hand washing signage displayed throughout the school, especially at entrances and exits and were people congregate.  Signs displayed reviewed and replaced as necessary. | P | Slight | Likely | Medium | August 2020 | |  |

| **HAZARD** | **AT RISK** | **CONTROL MEASURES** | **PROBABLE 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** | |
| Cleaning and hygiene measures | | | | | | | | | | |
| Environmental Cleaning | Staff, Pupils, Parents, Carers, visitors, contractors | A deep clean of the property / site before returning is performed if required. | P | Slight | Possible | Low | 3rd – 7th August 2020 | |  | |
| Cleaning Frequency | Staff, Pupils, Parents, Carers, visitors, contractors | The ongoing cleaning frequency is made sufficient enough such that cleaning can be undertaken when site/building/premises is occupied.  School to be cleaned after each session, and at regular intervals throughout the day, in accordance with the agreed schedule.  Head cleaner is responsible for monitoring this. Cleaning regimes and tick sheets supplied. If not adhered to staff should inform Andrea/Louise/John who will report to catering and clearing series. | P | Slight | Possible | Low | 11th August | |  | |
| Commonly touched surfaces/toys/ equipment | Staff, Pupils, Parents, Carers, visitors, contractors | All hand contact points cleaned on a frequent basis throughout the day including, door handles, light switches, furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, toilets, canteen / food preparation areas.  Appropriate cleaning products are used during daily preventative clean regime.  Staff avoid touching common pieces of equipment such as printers/scanners/faxes and use only dedicated work equipment on the workstations. Any use of common work equipment is restricted and managed.  In classrooms/learning environments where there is not a sink nearby, ensure there are hand sanitiser available.  Reduce number of toys and ensure they are easy to clean. Staff to sterilise/ wipe toys during and at the end of each session or quarantine toys for 72 hours.  Routine cleaning disinfection of frequently touched objects and surfaces such as doors, desks, chairs, sinks, toilets, light switches, bannisters etc.  Routine cleaning/ disinfection of shared resources such as books, toys, ICT equipment such as keyboards, music equipment, utensils and tools. Individual staff members are responsible for cleaning their own computers, phones and active panels.  All pupils and staff to have own stationary.  All pupils to have designated desk each session.  All desks/chairs to be disinfected after each session.  All pupils to have designated storage for work e.g. their own tray. To be located on individuals desks. Teachers responsible for disinfecting and storing pupil trays between groups of pupils.  All play equipment outdoors to be disinfected between groups of pupils.  School Library books to be quarantined for 72 hours after return. Access carefully controlled and hand hygiene closely followed when issuing library books. More guidance on school library risk assessments: [www.cilip.org.uk/news/news.asp?id=506793](http://www.cilip.org.uk/news/news.asp?id=506793) | P | Slight | Possible | Low |  | |  | |
| Use of cleaning products | Staff, Pupils, Parents, Carers, Contractors | Persons undertaking the cleaning been instructed with clear safe usage instructions.  The relevant Safety Data Sheet and COSHH assessment is provided for the substances in use  Correct PPE is provided for the use of cleaning materials | P | Moderate | Likely. | HIgh. |  | |  | |
| Housekeeping | Staff, Pupils, Parents, Carers, Contractors | Appropriate cleaning products are provided, so that staff can frequently clean their work stations and pupils work stations during the day.  Staff provided with waste bins lined with a plastic bag so that they can be emptied without contacting the contents.  Staff are instructed that the emptying of bins and wastepaper baskets should be followed by hand washing. | P | Slight | Likely | Low |  | |  | |

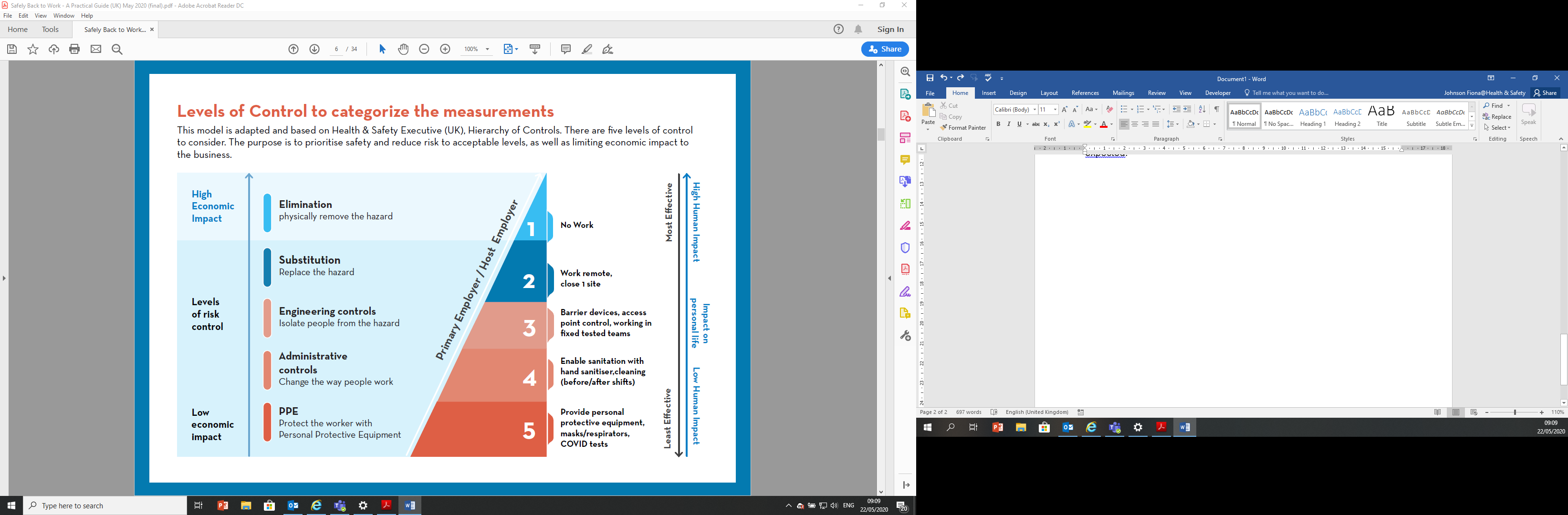
| **HAZARD** | **AT RISK** | **CONTROL MEASURES** | **PROBABLE OUTCOME** | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Consider:** premises work, equipment, specific tasks etc. | **People at risk** | **Control By:** guards, training, supervision, safety equipment, safe working 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, Parents, Carers, visitors, contractors | Checks have been carried out in in the following areas:  Emergency lighting suitable, sufficient and maintained.  Suitable number fire extinguishers available in required locations.  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 lightening conductors / protection.  The fire risk assessment suitable & sufficient / current. | E | Moderate | Unlikely | Low |  |  |

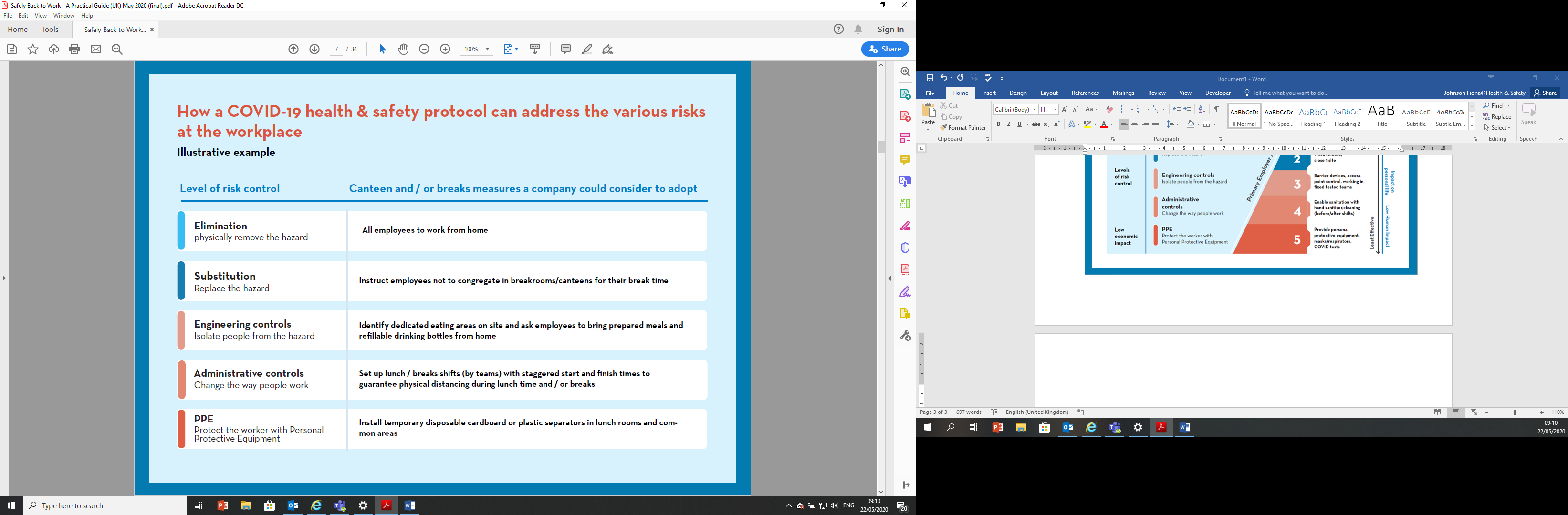
| **HAZARD** | **AT RISK** | **CONTROL MEASURES** | **PROBABLE OUTCOME** | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Consider:** premises work, equipment, specific tasks etc. | **People at risk** | **Control By:** guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc. | **EXISTING/ PRPOSED ‘E’ or ‘P’** | **Possible Outcome** | **Likelihood** | **Risk rating: High Medium Low** | **Proposed Timescale** | **Action Completed Date/Initial** |
| 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, Parents, Carers, visitors, contractors | Workplace temperatures are appropriate.  Measures can be taken to control temperature extremes and/or humidity levels. | E | Slight | unlikely | low |  |  |
| Ventilation | Staff, Pupils, Parents, Carers, visitors, contractors | 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. **Nursery is very warm and can be difficult to cool down even with all widows open. This will not be a problem in winter months but a solution for summer must be found.**  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 | Slight | Likely | meduim |  |  |

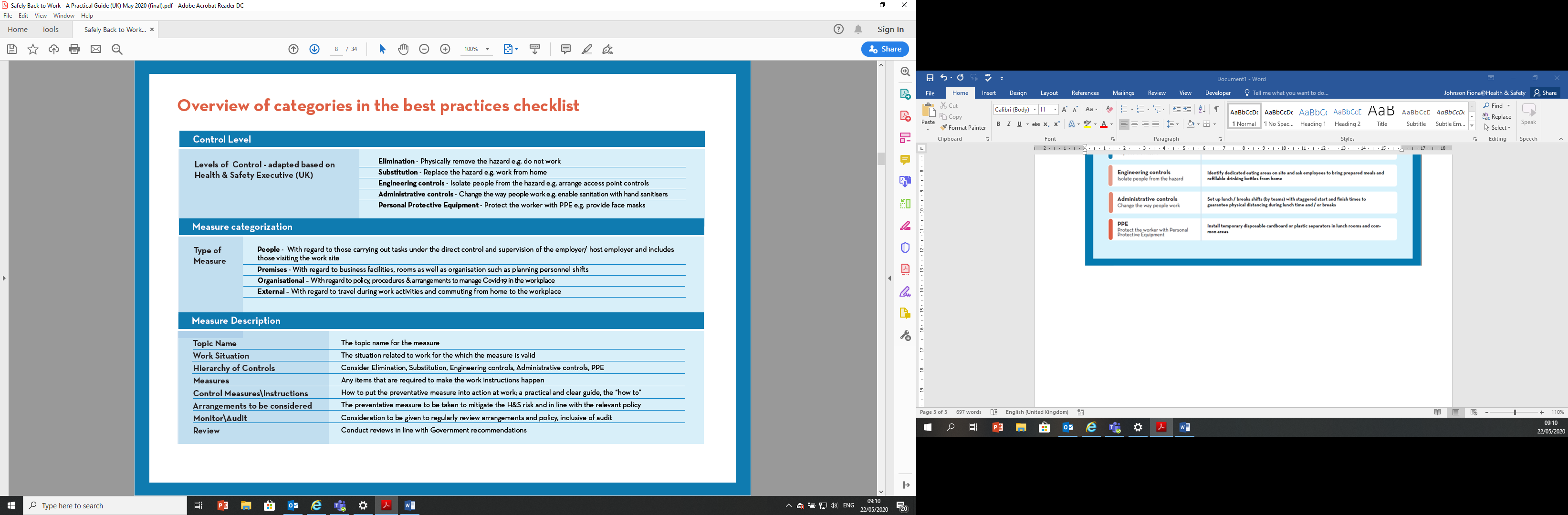
| **HAZARD** | **AT RISK** | **CONTROL MEASURES** | **PROBABLE OUTCOME** | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Consider:** premises work, equipment, specific tasks etc. | **People at risk** | **Control By:** guards, training, supervision, safety equipment, safe working 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 | | | | | | | | |
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| **HAZARD** | **AT RISK** | **CONTROL MEASURES** | **PROBABLE 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** |
| 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, Parents, Carers, visitors, contractors | Tanks, taps and shower outlets inspected and maintained.  Suitable controls in place to reduce the risk of legionnaires disease. | E | Moderate | Very unlikely | Low | Existing control in place |  |
| Drinking water | Staff, Pupils, Parents, Carers, visitors, contractors | Drinking water facilities safe for use i.e. provided at refreshing temperatures (not warm).  Drinking water should ideally be “live” from the potable water main or from storage that is properly designed, sealed from ingress of dirt, vermin etc. and with good circulation.  Drinking fountains should only be used to fill water bottles and cleaned after each use with unscented alcohol wipe.P4/5 and P7 can use mains water in their own areas to refill bottles. Taps to be cleaned after use. Staff and Children should bring full water bottle daily to reduce need for refills in school. | E  E  E | Moderate | unlikely | Low | 10th August 2020 |  |

| **HAZARD** | **AT RISK** | **CONTROL MEASURES** | | | **PROBABLE 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, Pupils, Parents, Carers, visitors, contractors | Checks have been carried out or planned 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 | Slight | | Unlikely | low | In place |  |
|  |  |  | | |  |  | |  |  |  |  |
| Name:  Post Title: |  | | Assessment Date: | Further action required: | | | Action Review Date(s):  Next Review Date: | | | | |







**Examples of Practical Implementation of Control Measures**

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| **Re-modelling of the workplace**  **Separation - space and time**  **Concept Description**  Offices could be redesigned to provide for greater spacing between employees and reduce the risk of contamination between functions.  **Impact**  • This may help to reduce the spread of any infection  • May also provide compartmentalisation in the event of a wider spread allowing the maintenance of some functions. |  |

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| **Visual Social-distancing/Sanitisation Cues**  **Separation - space and time**  **Concept Description**  Visual cues such as markings or projections on the floors, walls and interfaces could indicate to workers safe distances and provide reminders as to when they should change PPE and/or wash their hands as the go through the working environment.  **Impact**  • May increase the frequency with which employees wash their hands  • Increases employee awareness of hygiene.  • Increases employee awareness of physical  distancing with colleagues |  |

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| **Staggered Shifts and Lunch Times**  **Separation - space and time**  **Concept Description**  Simple and clear instructions about work shifts and breaks could be provided (e.g. where employees should sit and for how long they can be in the breakroom/canteen)  **Impact**  • Can help reduce queues and crowds, especially relevant if screening measures are introduced requiring more time to pass through.  • Could make it easier for workers to maintain social distance. |  |

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| **Hygiene Zones with Checkpoints Between**  **Personal Health measure**  **Concept Description**  The workplace could be separated into various zones with mandatory sanitisation between zones.  **Impact**  • Increases the frequency with which workers must wash hands/change PPE.  • Reduces risk of cross-contamination |  |

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| **Printed Media Campaign**  **Concept Description**  Providing printed media to inform employees about the changes they can expect when returning to work.  **Impact**  • Can increase transparency and give clarity about current situation and the way that it is handled  • Could increase mental and emotional preparedness of staff upon return to work |  |

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| **Online Training (Pre and Post Return)**  **Returning to work training**  **Concept Description**  These online training sessions may form a part of a larger series preparing the worker to return to the site, beginning in their home and continuing for a time after return.  **Impact**  • Can be deployed within the worker’s home  (pre-return) or on-site (post-return)  • Can be tailored to match worker’s preferred  learning style  • Can be gamified to provide learning incentives  • Can provide continuity across the pre and  post return horizons |  |

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| **Mental wellbeing while working from home**  It expected that in the ‘new normal’, the return to the office environment will be phased in gradually; it is likely that many employers will incorporate long-term arrangements for their employees to work from home during part of the working week on a rotational basis, in order to ensure physical distancing protocols are met. It is therefore still important to ensure that, as part of a company’s H&S protocols, due regard is given to employees’ mental wellbeing during these disruptive times.  By way of example here are 10 tips for employees to stay fit and well, both when they are working from home or in the office. We strongly recommend that all employers ensure that mental wellbeing support is provided for their workforce going forward. |  |

