



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

May 2020



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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](#)

[Guidance for Employers & Businesses on COVID-19](#)

[Guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#)

[Coronavirus Business and Social Distancing Guidelines](#)

[NHS COVID-19 Latest Information](#)

[Scotland Route map through and out of the crisis](#)

[Coronavirus \(COVID-19\): test, trace, isolate, support strategy](#)

[A guide for transport operators in Scotland to keep their staff and those using their services safe](#)

[Coronavirus \(COVID-19\): reopening schools guide](#)

[Core COVID-19 Information and Guidance for General \(Non-Healthcare\) Settings](#)



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: Ollaberry Primary School
Address: Ollaberry, Shetland, ZE2 9RT
Service: Children's Services
Inspection Undertaken by: Julia McGinlay
Reported to for Approval: Shona Thompson and Robin Calder

No of issues not closed out from previous inspection		No of issues that are repeated from previous report	
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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 - 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?	N/A	Green	These have been completed for staff. Further conversations will be held with any staff who fall into this category using the staff questionnaire and Occupational Risk Assessment to ensure that no one is placed in an unsuitable working environment
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	Yes, Ollaberry Primary School complete the SIC Employee Tracker on a weekly basis.



3.	Where practicable have staff been allowed to work from home/remotely?	Y	Green	SIC Circulars have been shared with staff.
4.	Can all staff maintain the government guidelines for social distancing based on your activity (The latest Social Distancing Guidelines available here). These could include but are not limited to the following:	N	Amber	Yes, with the exception of a limited number of staff who support pupils with ASN. In this instance, staff will be provided with the relevant training and suitable PPE to mitigate against transmission of COVID-19. Signage will be clearly visible throughout the school estate highlighting the need for procedures necessary for preventing spread of the virus.
4a	Are you able to segregate staff's activities to promote 2 metres distance?	N	Amber	Pupils with ASN have PFRAs in place. See above. Seating is physically distanced. Day cleaning staff will regularly wipe down all seating and hard surfaces.
4b	Are you able to limit the amount of contact staff have with each other to 15 minutes or less?	Y	Green	Close contact yes.
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 flow in place and use of separate entry doors limits possible contact between pupils and staff.
5.	Have staff been trained / notified before returning to work on any new procedures?	Y	Green	All staff returning to work will be notified of this RA and measures to undertake to ensure their own health and safety. Various signage and posters displayed around the school building to reinforce RA.
6.	Have staff been provided with information about hand washing techniques for suggested duration to maintain good hygiene practices?	Y	Green	Repeatedly through posters, circulars and media.
7.	Have staff been instructed on social distancing where practicable while at work?	Y	Green	Verbally and through visual reminders. On Monday 10 August, at staff meeting. All staff will have key information on social distancing, use of face coverings, increased hand hygiene, etc. clearly explained to them. All staff updated on new guidance and relevant changes via email 30.10.20 and on further guidance from Jill Spickett and Annie Williamson on Monday 26.10.20.
8.	Have staff been trained on what to do if they are experiencing COVID-19 symptoms?	Y	Green	Staff will continue to refer to previous information shared by Scottish Government/SIC. Isolation room procedures have also been shared with all staff. Staff will be instructed to remain at home if feeling unwell and to consult NHS for guidance. They will be told to self refer for testing using NHS Shetland forms as emailed out to all Council Staff by the Chief Executive. This must be done within the first three days of symptoms – the number for this service is 01595 532030. Should staff begin to feel unwell while at work, they will be instructed to follow guidance in RA. They will notify their line manager and proceed to the isolation room if they are too unwell to go straight home. Reminders on School website COVID page.



9.	Are daily alerts from government departments e.g. NHS Inform/ Health Protection Scotland being sourced and shared with staff?	Y	Green	Staff will continue to receive all Circulars issued by the SIC that contain Scottish Government and local authority information as well as having access to HR Bulletins.
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	Colleagues will limit any contact to an absolute minimum and continuously mindful of the FACTS campaign. No larger meetings of the staff group will take place, other than remotely as required. Parents will be informed that they are not to enter the building unless by prior arrangement for serious and specific reasons. All communications with Parents/carers will be via telephone, email, letter and electronic meeting platforms. Suppliers will follow clear procedures for the delivery of goods.

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	
2.	Are staff using their own transport for work activities?	Y	Green	
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	Green	
5.	Have the entry and exits to the building/site been reviewed to ensure that access/egress can be carried out safely?	Y	Green	



6.	Has access to the building/site been restricted to parents, carers, visitors and contractors etc?	Y	Green	Colleagues will limit any contact to an absolute minimum and continuously mindful of the FACTS campaign. No larger meetings of the staff group will take place, other than remotely. Parents will be informed that they are not to enter the building unless by prior arrangement for serious and specific reasons. All communications with Parents/carers will be via telephone, email, letter and electronic meeting platforms. Suppliers will follow clearly displayed procedure for the delivery of goods.
7.	Is it practicable to confine parents, carers and visitors to strictly defined areas and avoid unnecessary movements around the building?	Y	Green	See above.
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 sanitisers are located at all main entry/exit points throughout school. All classrooms have sinks where handwashing can take place.
9.	Is advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and social areas?	Y	Green	Signage is in place emphasising key operational advice, for the staff and pupils.
10.	Are the signs displayed, reviewed and replaced as necessary?	Y	Amber	See above on-going

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	The school has been cleaned referring to the SIC Cleaning Schedule.
2.	Is the ongoing cleaning frequency sufficient and can cleaning be undertaken when site/building/premises is occupied?	Y	Green	One day cleaner has been employed.
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	Day cleaner will wipe down handles/handrails on a regular basis through the day. Staff will be encouraged to maintain appropriate hygiene during the working day, e.g. hand washing, wiping down work areas, etc.



4.	Are appropriate cleaning products being used during daily preventative cleaning regime?	Y	Green	The appropriate cleaning products have been provided.
5	Have persons undertaking the cleaning been instructed with clear safe usage instructions?	Y	Green	This is on-going for cleaning in June, the summer holidays and into the new term. Advice from Catering and Cleaning service shared with all staff and displayed in classrooms.
6	Have staff been provided with appropriate cleaning products so that they can frequently clean their work stations during the day?	Y	Green	Anti-bacterial wipes will be in each room for staff to use on their work station, resources, etc.
7	Can rugs and mats be removed where safe to do so to make cleaning and disinfection of floors easier?	Y	Amber	Carpets have been deep cleaned. School has been 'fogged'.
8	Have all soft furnishings been removed from classrooms and G.P. areas?	N	Green	
9	Has all excess equipment/books been removed from classrooms?	N	Green	Library shelving turned towards wall. Staff to collect book to be used at start of week and return at end of week.
10		Choose an item.	Choose an item.	

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	Confirmed by SIC Building Services
2.	Ventilation / Humidity / Lighting & Heating.	Y	Green	See above
3.	Gas Installations.	Y	Green	See above



4.	Legionella Controls.	Y	Green	See above
5.	Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance.	Y	Green	See above
6	Lift Statutory Inspections.	Y	Green	See above

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.	
		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.	

Inspection undertaken by:

Signed: Julia McGinlay

Date: November 2020

Workplace/School Health & Safety Inspection Action Summary

Point Ref	Details of Corrective Action Required	Timescale	Responsible Person	Completed
	<i>for example: No one way travel system in place</i>			
	Share updated RA with all staff, SIC and trade unions	November 20	JM	
	Add updated RA to school website – COVID page	November 20	JM	
	Support and engage parents/carers in the development of a contingency plan – communication and remote learning in the event of school having to close	November 20	JM	



	Update Induction form to reflect COVID	November 20	JM	
Additional Comments				

Signed:

Julia McGinlay

Date:

November 20

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



HAZARD	AT RISK	CONTROL MEASURES	PROBABLE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Employee /Pupil Safety –								
Psychological well being	Staff/Pupils	<p>Regular communication is in place (individual and group) to ensure staff/pupils are not ill-informed about returning to work/school safely.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Managers/ Head Teachers hold regular informal discussions with their team and look at ways to reduce causes of stress.</p> <p>Concerns on workload issues or support needs are escalated to line manager/Head Teachers.</p>	P	Slight	Possible	Low	ongoing	



		<p>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.</p> <p>Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs</p> <p>Undertake a review of stress risk assessment to reflect new working arrangements.</p> <p>Staff are made aware of supportive mechanisms available to them (e.g. staff welfare officer) through line managers.</p> <p>Pupils are made aware of supportive mechanisms available to them.</p> <p>School manager is aware of the impact on their own work-related stress levels in preparing for and supporting pupils, parents and staff through big changes to the educational system. The potential impact on their mental and physical health must be recognised and appropriate support made available. All staff are encouraged to take time out of the school building at some point during the day to get some fresh air.</p>						
<p>Virus transmission in the workplace /School</p>	<p>Staff, Pupils, Parents, Carers, visitors, contractors</p>	<p>Staff follow all Scottish Government and Local Authority guidance.</p> <p>Specific individual worker risk assessment been undertaken for those who have a self-declared health condition which could increase their risk profile.</p> <p>An inspection checklist 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</p>	<p>E</p>	<p>Moderate</p>	<p>Possible</p>	<p>Medium</p>	<p>Ongoing</p>	



<p>Virus transmission in the workplace/school – Continued</p>	<p>Staff, Pupils, Parents,</p>	<p>implemented in line with current health and safety general duties.</p> <p>A tracking system is utilised to keep track of when staff can return to work after the symptom free period.</p> <p>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.</p> <p>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).</p> <p>Staff activities are segregated to promote 2 metres distance.</p> <p>Pupil activities are segregated to promote 2 metres distance.</p> <p>Screens are provided where it is not possible to retain 2 metre separation.</p> <p>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.</p> <p>The NHS track and trace system will be used to advise staff upon their return to work and if steps are necessary to be taken.</p> <p>Employees/pupils are educated on preventative care.</p> <p>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.</p> <p>Ensure help is available for children and young people who have difficulty cleaning their hands independently.</p> <p>Ensure good hygiene at and around toilet areas, e.g. doors.</p>						
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	<p>Carers, Visitors, contractors</p>	<p>Staff informed not to wear face coverings such as scarves where these could be hazardous in their working environment.</p> <p>Young children or those that cannot use them safely advised not to wear masks.</p> <p>Posters are displayed that encourage staying home when sick and implementing good respiratory hygiene.</p> <p>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.</p> <p>The use of alcohol based hand rub to be supervised particularly when being used by small children.</p> <p>Parents/Carers advised there will be the use of alcohol based hand sanitisers.</p> <p>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.</p> <p>Social distancing while at school is maintained by use of signage and continuing to limit social interactions. At pick up and drop off times and break times/ lunchtimes pupils use separate entrances. Posters will be located throughout the school to remind parent/carers/staff/pupils to exercise 2M distancing and to keep apart.</p> <p>Classrooms – Organise classroom seating in accordance with Scottish Government and LA guidance, removing excess furniture, and ensuring that Social Distancing is maintained between staff and pupils where possible.</p> <p>Practical Classes – Organise classrooms/workshops/labs for smaller groups, ensuring that Social Distancing is maintained space between each work station.</p>						
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<p>Virus transmission in the workplace – Continued</p>	<p>Staff, Pupils, Parents, Carers, Visitors, contractors</p>	<p>Practical Class equipment – To be cleaned/sterilised after each class.</p> <p>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.</p> <p>Remove soft furnishings.</p> <p>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. Timetable for opening fire doors agreed with Fiona Johnson at Safety and Risk.</p> <p>Windows should be opened whenever possible to improve ventilation</p> <p>Staff bring their own provisions in for refreshments/lunch. Staff to also bring their own cup/water bottle.</p> <p>Children to bring their own bottle of water, and snack. Tuck shop areas will not be open.</p> <p>Lunch can be provided for pupils.</p> <p><i>*delete as appropriate to the school:</i></p> <p>*Lunches will be eaten in the canteen.</p> <p>Social areas providing seating have staggered use to maintain social distancing rules. Continued liaison between the 2 classes to timetable shared areas.</p> <p>Coat rooms/areas – no coats/personal belongings to be positioned next to others.</p> <p>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</p>						
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	<p>classroom. Staff rooms may be used for timetabled non-teaching time.</p> <p>Staff requested to keep in touch through remote technology such as phone, internet and social media.</p> <p>PPE will be located in a designated 'isolation room' and additional masks in classrooms.</p> <p>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.</p> <p>Official guidance for correct donning and doffing of PPE for <u>non-AGPs</u>, as well as for <u>AGPs</u>, is followed.</p> <p>Official government guidance is monitored regularly for latest details on guidance and advice which is shared with staff.</p> <p>Relevant reports to be completed to allow Track, Trace Isolate. Teaching staff to keep a seating plan for this purpose. This should be forwarded to the clerical staff and the acting head teacher.</p> <p>Business related travel is reduced.</p> <p>All non-essential meetings have been changed to digital consultations with essential face to face meetings following government social distancing guidelines.</p> <p>Staff discouraged from hand shaking and general close personal greetings.</p> <p>Staff are made aware of the impact of COVID-19 on their job/change of working environment.</p> <p>Each pupil will be issued with their own text books, pens, pencils etc.</p> <p>Staff will follow the SG guidance and wear face coverings when they cannot maintain 2m social distancing with other adults and the learners. They will also wear face coverings when moving through corridors and in other communal areas within the</p>						
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		<p>school. (Some exemptions in ELCC, P1, P2 and with some learners with ASN)</p> <p>Staff follow the clear instructions within the national guidance:</p> <ul style="list-style-type: none">• Face coverings should not be shared with others.• Before putting on or removing the face covering, hands should be cleaned by washing with soap and water or hand sanitiser.• Make sure the face covering is the right size to cover the nose, mouth and chin.• When temporarily storing a face covering (e.g. during classes), it should be placed in a washable, sealed bag or container. Avoid placing it on surfaces, due to the possibility of contamination.• Re-usable face coverings should be washed after each day of use in school at 60 degrees centigrade or in boiling water.• Disposable face coverings must be disposed of safely and hygienically. <p>Disposable face covering are available in the staffroom for anyone who has forgotten a covering or their one is damaged or soiled.</p> <p>To mitigate risk from surface contamination of jotters, textbooks and library books: Careful hand washing with soap and warm water/use of alcohol-based hand sanitiser before and after handling text books, jotters (or other pieces of equipment) mitigates the need for quarantine for 72 hours before, and 72 hours after. As far as possible and in line with effective practice, staff should avoid touching their mouth, nose and eye area. Good hand hygiene should be sufficient to prevent transmission of infection from these items, even if they are contaminated, as long as the person handling the item does not touch their face between handling the item and decontaminating their hands. Good respiratory hygiene (“Catch it, kill it, bin it”) is also required at all times.</p> <p>Any books or resources being taken in to school from home will be quarantined for 72 hours.</p>						
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	<p>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.</p> <p>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.</p> <p>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.</p> <p>Any child who presents with Covid-19 symptoms should be located in an Isolation Room.</p> <p>An isolation toilet will be clearly identified, and only used as an 'isolation toilet' in the event of when a child/staff member becomes unwell.</p> <p>PPE to be located in 'isolation room'.</p> <p>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.</p> <p>Relevant reports to be completed to allow Track, Trace Isolate.</p> <p>Procedure to be in place in event of when parent/carer is late to collect child/children when unwell.</p> <p>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.</p>						
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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/ PROPOSED '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	<p>Staff will be instructed to use council vehicles for work activities during the working day (as opposed to travelling to and from work).</p> <p>Staff told to avoid public transport where applicable and using alternatives e.g. cycling, walking to work etc</p> <p>Transport Planning to advise on school transport guidance.</p> <p>Parents/carers/staff to adhere to 2m distancing on the school grounds approaching/exiting school.</p>	E	Slight	Possible	Low	ongoing	
Driving at work	Staff, Pupils, Parents, Carers, Contractors	Staff roles that are required to car share are considered and whether this could continue.	E	Slight	Possible	Low	ongoing	
Entry and exit to building	Staff, Pupils, Parents, Carers, visitors, contractors	<p>Entry and exits to the building/school are reviewed to ensure that access/egress can be carried out safely.</p> <p>Use separate entrances to building for both classes. School door is open at 0900 and 1500.</p> <p>Designated shared areas for indoor break times and lunch breaks can accommodate all pupils. This will ensure that</p>	E	Slight	Possible	Low	ongoing	



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
Entry and exit to building – Continued	Staff, Pupils, Parents, Carers, visitors, contractors	<p>corridors or circulation areas have a limited number of pupils using them at any one time.</p> <p>Parents have been notified that they are required to wear face covering at pick up and drop off times.</p> <p>Follow procedure for when parent/carer is late to collect child.</p> <p>Pupils to wash hands with soap and water, after entering building, and before exiting building.</p> <p>Access and exit from a building involving signing in/out at reception appropriately managed, any touchscreen technology avoided. Should use own pen.</p> <p>Access to the building/site been restricted to visitors and contractors etc.</p> <p>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.</p> <p>Hand sanitiser pump action containers are available in every work area and on main travel routes through the school including access and egress areas.</p> <p>Advisory hand washing signage displayed throughout the school, especially at entrances and exits and were people congregate.</p>						



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
		Signs displayed reviewed and replaced as necessary.						



HAZARD	AT RISK	CONTROL MEASURES	PROBABLE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
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. (SIC Children's Services Cleaning Schedule has been completed ahead of the staff return). CLEANING SERVICES AND ENVIRONMENTAL HEALTH WILL OVERSEE APPROPRIATE MEASURES.	E	Slight	Unlikely	Low	In place	
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. <i>CLEANING SERVICES AND ENVIRONMENTAL HEALTH WILL OVERSEE APPROPRIATE MEASURES.</i>	E	Slight	Possible	Low	In place	
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. Rugs and mats are removed where safe to do so to make cleaning and disinfection of floors easier.	P	Slight	Possible	Low	Cleaning in place. Additional cleaning to be in place for August.	



HAZARD	AT RISK	CONTROL MEASURES	PROBABLE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
<p>Consider: premises work, equipment, specific tasks etc.</p>	<p>People at risk</p>	<p>Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.</p>						
		<p>Appropriate cleaning products are used during daily preventative clean regime.</p> <p>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.</p> <p>In classrooms/learning environments where there is not a sink nearby, ensure there are hand sanitiser available.</p> <p>Reduce number of toys and ensure they are easy to clean. Staff to sterilise/ wipe toys during and at the end of each session.</p> <p>Routine cleaning disinfection of frequently touched objects and surfaces such as doors, desks, chairs, sinks, toilets, light switches, bannisters etc.</p> <p>Routine cleaning/ disinfection of shared resources such as books, toys, ICT equipment such as keyboards, music equipment, utensils and tools.</p> <p>All pupils and staff to have own stationary.</p> <p>All pupils to have designated desk each session.</p> <p>All desks/chairs to be disinfected after each session.</p> <p>All pupils to have designated storage for work e.g. their own tray. To be located on individuals desks.</p> <p>All play equipment outdoors to be disinfected between groups of pupils.</p>					<p>Routines to be established with teachers in August.</p>	



HAZARD	AT RISK	CONTROL MEASURES	PROBABLE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
		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						
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 CLEANING SERVICES AND ENVIRONMENTAL HEALTH WILL OVERSEE APPROPRIATE MEASURES.		Slight	Unlikely	Low	June	
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.	E	Moderate	Unlikely	Low	ongoing	



HAZARD	AT RISK	CONTROL MEASURES	PROBABLE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						

HAZARD	AT RISK	CONTROL MEASURES	PROBABLE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						

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](#)



HAZARD	AT RISK	CONTROL MEASURES	PROBABLE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
<p>Consider: premises work, equipment, specific tasks etc.</p>	<p>People at risk</p>	<p>Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.</p>						
<p>Fire, heat, burns, smoke inhalation</p>	<p>Staff, Pupils, Parents, Carers, visitors, contractors</p>	<p>Checks have been carried out in in the following areas:</p> <p>Emergency lighting suitable, sufficient and maintained.</p> <p>Suitable number fire extinguishers available in required locations.</p> <p>The sprinkler system including heads maintained (if fitted).</p> <p>Dry / wet risers inspected and maintained (if installed).</p> <p>Fire blankets available in required location.</p> <p>Fire alarm and detection system for the building tested, inspected and maintained.</p> <p>Means of escape clear.</p> <p>Fire doors provided and maintained in good working order.</p> <p>Building has suitable lightening conductors / protection.</p> <p>The fire risk assessment suitable & sufficient / current.</p>	<p>E</p>	<p>Severe</p>	<p>Possible</p>	<p>medium</p>	<p>ongoing</p>	



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
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	Negligible	Possible.	Low	ongoing	
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. 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. Staff have been advised to keep all doors open and windows open, when weather allows. Parents/carers have been advised to ensure their child(ren) have appropriate clothing to keep them warm.	E	Negligible	Possible	Low	ongoing	



HAZARD	AT RISK	CONTROL MEASURES	PROBABLE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
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, Parents, Carers, visitors, contractors	Gas installations e.g. boilers been inspected, tested and maintained at required frequencies. Adequate ventilation available next to gas installations. Carbon monoxide detection available next to gas installations and in operation. Gas isolation control switches available and clearly identified. Supplier's emergency contact number clearly displayed, un- obscured and legible. Gas cylinders being used safely.	E	Moderate	Possible	Low	ongoing	



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
			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. Showers been run at maximum temperature for 5mins to eliminate standing water and eradicate legionella bacteria.	E	Moderate	Possible	Low.	ongoing	
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.	E	Moderate	Very unlikely	Low	ongoing	



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
			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	Negligible	Possible	Low	ongoing	
Lift Statutory Inspections	Staff, Pupils, Parents, Carers, visitors, contractors	The thorough examination, inspection, testing and maintenance records for the lifting equipment in date.	E	Negligible	Possible	Low	ongoing	
Plant and Equipment	Staff, Pupils, Parents, Carers, visitors, contractors	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.	E	Negligible	Possible	Low	ongoing	

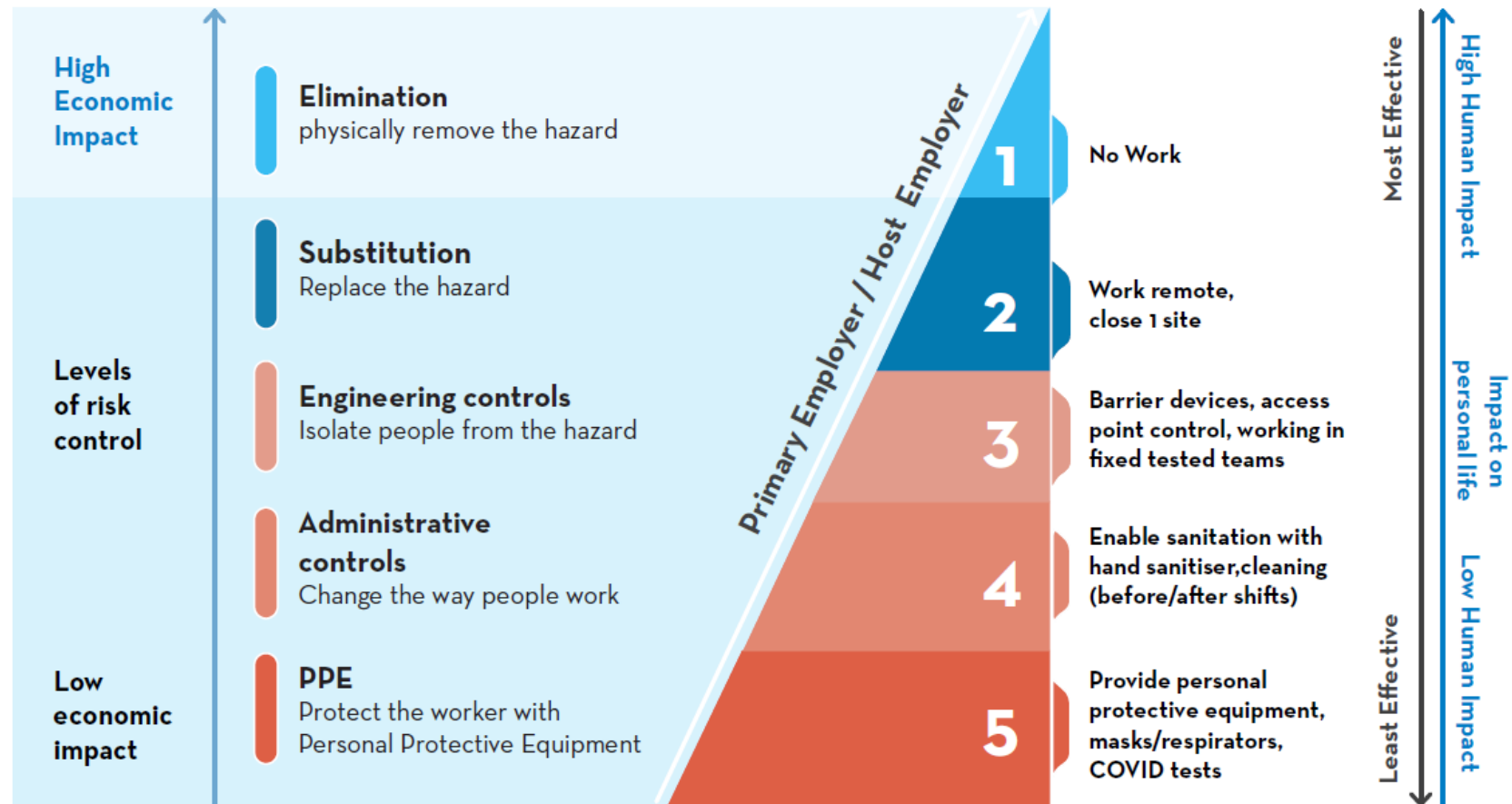


HAZARD	AT RISK	CONTROL MEASURES		PROBABLE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.		EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<p>Enough space is available for personnel to undertake their tasks safely and comfortably.</p> <p>Personnel have the appropriate competences and/or trained to use machines/work equipment.</p>							
Name:	Julia McGinlay	Assessment Date:	01.12.20	Further action required: N ADVICE FROM QIM AND SAFETY & RISK SHOULD ANY AMENDMENTS BE REQUIRED.		Action Review Date(s):ongoing Next Review Date:02.02.21			
Post Title:	Acting Head Teacher								



Levels of Control to categorize the measurements

This model is adapted and based on Health & Safety Executive (UK), Hierarchy of Controls. There are five levels of control to consider. The purpose is to prioritise safety and reduce risk to acceptable levels, as well as limiting economic impact to the business.





How a COVID-19 health & safety protocol can address the various risks at the workplace

Illustrative example

Level of risk control

Canteen and / or breaks measures a company could consider to adopt

Elimination physically remove the hazard	All employees to work from home
Substitution Replace the hazard	Instruct employees not to congregate in breakrooms/canteens for their break time
Engineering controls Isolate people from the hazard	Identify dedicated eating areas on site and ask employees to bring prepared meals and refillable drinking bottles from home
Administrative controls Change the way people work	Set up lunch / breaks shifts (by teams) with staggered start and finish times to guarantee physical distancing during lunch time and / or breaks
PPE Protect the worker with Personal Protective Equipment	Install temporary disposable cardboard or plastic separators in lunch rooms and common areas



Overview of categories in the best practices checklist

Control Level

Levels of Control - adapted based on Health & Safety Executive (UK)

Elimination - Physically remove the hazard e.g. do not work

Substitution - Replace the hazard e.g. work from home

Engineering controls - Isolate people from the hazard e.g. arrange access point controls

Administrative controls - Change the way people work e.g. enable sanitation with hand sanitisers

Personal Protective Equipment - Protect the worker with PPE e.g. provide face masks

Measure categorization

Type of Measure

People - With regard to those carrying out tasks under the direct control and supervision of the employer/ host employer and includes those visiting the work site

Premises - With regard to business facilities, rooms as well as organisation such as planning personnel shifts

Organisational - With regard to policy, procedures & arrangements to manage Covid-19 in the workplace

External - With regard to travel during work activities and commuting from home to the workplace

Measure Description

Topic Name

The topic name for the measure

Work Situation

The situation related to work for the which the measure is valid

Hierarchy of Controls

Consider Elimination, Substitution, Engineering controls, Administrative controls, PPE

Measures

Any items that are required to make the work instructions happen

Control Measures\Instructions

How to put the preventative measure into action at work; a practical and clear guide, the "how to"

Arrangements to be considered

The preventative measure to be taken to mitigate the H&S risk and in line with the relevant policy

Monitor\Audit

Consideration to be given to regularly review arrangements and policy, inclusive of audit

Review

Conduct reviews in line with Government recommendations



Examples of Practical Implementation of Control Measures

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.





APPENDIX B

Visual Social-distancing/Sanitisation Cues

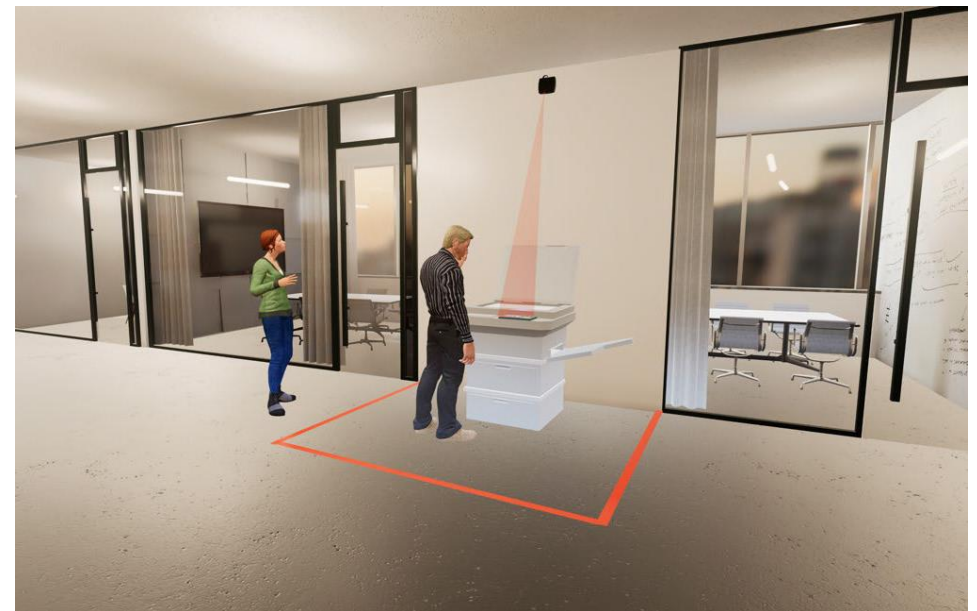
Separation - space and time

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 they 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





APPENDIX B

Staggered Shifts and Lunch Times

Separation - space and time

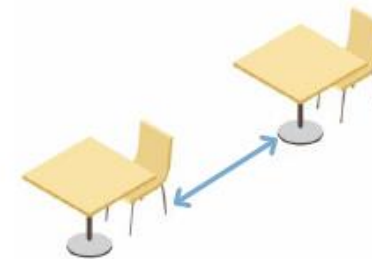
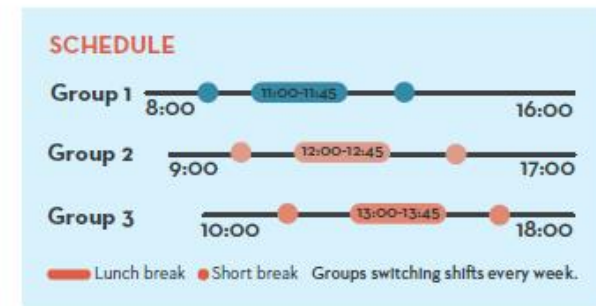
Concept Description

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.

Employee shifts and breaks can be staggered to prevent queues and crowds





APPENDIX B

Hygiene Zones with Checkpoints Between

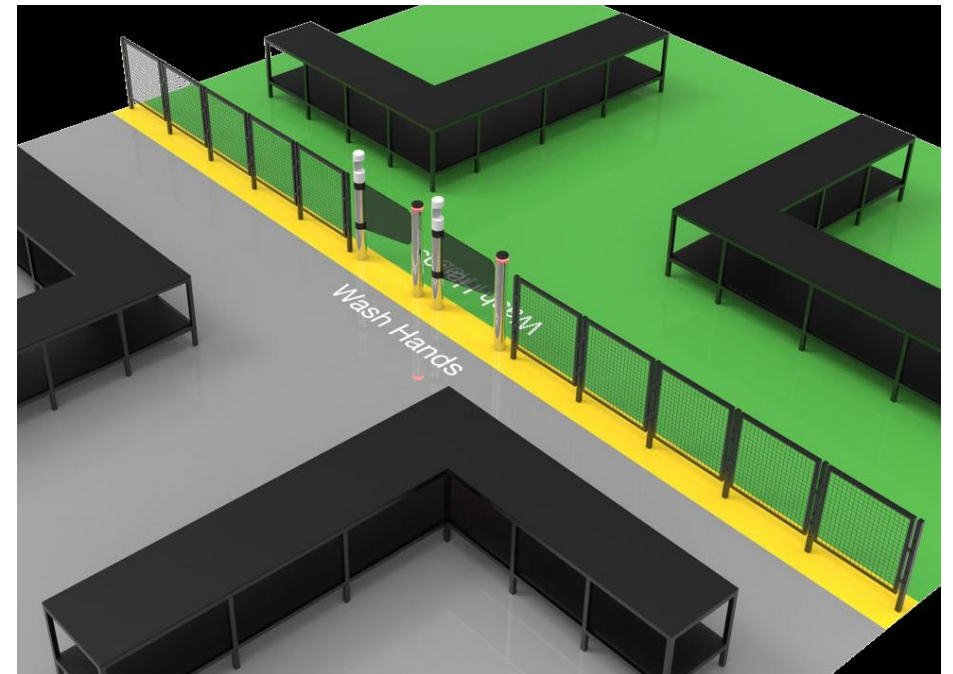
Personal Health measure

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





APPENDIX B

Printed Media Campaign

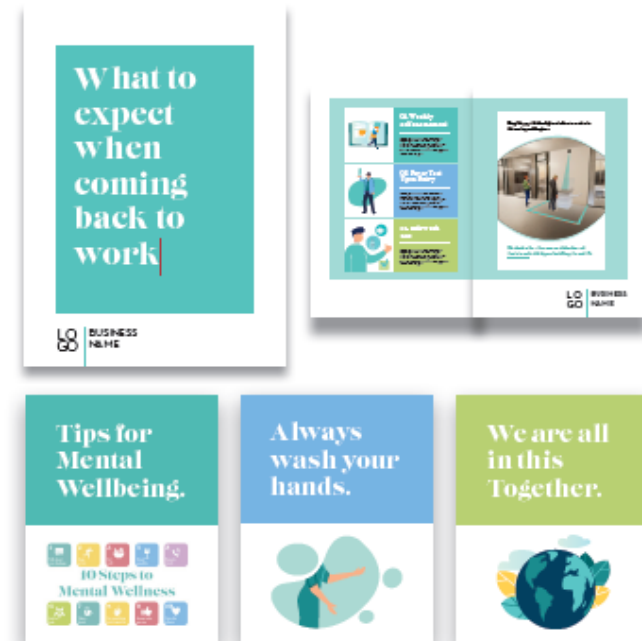
Concept Description

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

An information and learning campaign comprised of printed info packs





APPENDIX B

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

Online learning courses providing latest information to prepare workers for return





APPENDIX B

Mental wellbeing while working from home

It is 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.

10 Steps to



Mental Wellness



APPENDIX B