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

February 2022

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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](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:**  Tingwall Primary |
| **Address: Gott** |
| **Service: Childrens Services** |
| **Inspection Undertaken by: Cheryl Spofforth** |
| **Reported to for Approval: Shona Thompson** |

|  |  |  |  |
| --- | --- | --- | --- |
| 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? | **N/A** | **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** |  |
| 3. | Where practicable have staff been allowed to work from home/remotely? | **N/A** | **Green** |  |
| 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: | **N** | **Red** | For working with certain pupils, this may not always be possible. PFRA Written for one pupil. Pupils require lots of reminders and find it hard to stay 2m away from teachers. |
| 4a | Are you able to segregate staff’s activities to promote 2 metres distance? | **Y** | **Amber** | Yes, but staff find it difficult to remember to stay apart, but all wear masks. |
| 4b | Are you able to limit the amount of contact staff have with each other to 15 minutes or less? | **Y** | **Amber** | Staggered breaks/lunches help with this. After school meetings – teachers & Nursery staff 2m apart in dining hall. |
| 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? | **N** | **Amber** | One way system not necessary as both ends of school are kept separate and it is only individual staff in corridors at different times. |
| 5. | Have staff been trained / notified before returning to work on any new procedures? | **Y** | **Green** | Yes, group messenger used before beginning of term and updated risk assessment and information emailed to all when there are changes. |
| 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** | **Amber** | This is not always possible, but staff do try. |
| 8. | Have staff been trained on what to do if they are experiencing COVID-19 symptoms? | **Y** | **Green** | Do not attend work. Self-isolate. Get tested. Latest reminder sent with Februaary Newsletter. |
| 9. | Are daily alerts from government departments e.g. NHS Inform/ Health Protection Scotland being sourced and shared with staff? | **N/A** | **Green** | No longer applies |
| 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** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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** | **Amber** | Apart from at Peak times – 9 am and 3 pm but parents have been reminded to stay apart and not congregate on premises. |
| 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** | Hand sanitiser available at entrances/exits. Nursery – staggered starts. |
| 6. | Has access to the building/site been restricted to parents, carers, visitors and contractors etc? | **Y** | **Green** | Yes and all must follow social distancing, wear masks and hand sanitise. |
| 7. | Is it practicable to confine parents, carers and visitors to strictly defined areas and avoid unnecessary movements around the building? | **Y** | **Green** | Yes |
| 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? | **N** | **Green** | Yes |
| 9. | Is advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and social areas? | **Y** | **Green** | Yes |
| 10. | Are the signs displayed, reviewed and replaced as necessary? | **Y** | **Amber** | Need updating |

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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** | Last deep clean – November 2021 |
| 2 | Is the ongoing cleaning frequency sufficient and can cleaning be undertaken when site/building/premises is occupied? | **Y** | **Green** | Yes |
| 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** | Yes |
| 4. | Are appropriate cleaning products being used during daily preventative cleaning regime? | **Y** | **Green** | Yes |
| 5 | Have persons undertaking the cleaning been instructed with clear safe usage instructions? | **Y** | **Green** | Training given by Catering and Cleaning |
| 6 | Have staff been provided with appropriate cleaning products so that they can frequently clean their work stations during the day? | **Y** | **Green** | Yes |
| 7 | Can rugs and mats be removed where safe to do so to make cleaning and disinfection of floors easier? | **Y** | **Green** | Yes |
| 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? | **N** | **Green** | No longer applicable |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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** | New system installed in summer holidays – Estate Operations |
| 2. | Ventilation / Humidity / Lighting & Heating. | **Y** | **Green** | Estate Operations – CO2 – new monitoring forms for Primary and Nursery. |
| 3. | Gas Installations. | **N/A** | **Green** |  |
| 4. | Legionella Controls. | **Y** | **Green** | Janitor’s job / Estate operations |
| 5. | Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance. | **Y** | **Green** | Estate Operations |
| 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. |  |
|  |  | Choose an item. | Choose an item. |  |
|  |  | Choose an item. | Choose an item. |  |
|  |  | Choose an item. | Choose an item. |  |

**Inspection undertaken by: Cheryl Spofforth**

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| --- | --- | --- | --- |
| Signed: | CSpofforth | Date: | 7/02/22 |

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# Workplace/School Health & Safety Inspection Action Summary

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Point Ref** | **Details of Corrective Action Required** | | | | | **Timescale** | **Responsible Person** | | **Completed** |
|  |  | | | | |  |  | |  |
|  |  | | | | |  |  | |  |
|  |  | | | | |  |  | |  |
| **B7** | **Make visitors aware not to visit school unless essential. Initial LA letter and reminders with Covid mitigations – last newsletter January 2022.** | | | | | **Jan 2022** | **Local authority letter** | | **Jan 2022** |
| **B8,9,10** | **Update signage in entrance and exits** | | | | | **24/02/22** | **CS** | |  |
|  |  | | | | |  |  | |  |
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|  |  | | | | |  |  | |  |
|  |  | | | | |  |  | |  |
|  |  | | | | |  |  | |  |
| Additional Comments | |  | | | | | | | |
| Signed: | C Spofforth | Date: | 7/02/22 | | |

**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 – emails/newsletters | E | Negligible | Unlikely | Low |  | 7 Feb 22 |
| 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. | E | Severe | Possible | Medium | Existing controls | 7 Feb 22 |
| 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. | E | Moderate | Possible | Medium | Updated more flexible measures | 7 Feb 22 |
| 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. | E | Slight | Possible | Low |  | 7 Feb 22 |
| 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. | E | Negligible | Unlikely | Low | Not as likely as things revert to ‘normal’ | 7 Feb 22 |
| Managers/ Head Teachers hold regular informal discussions with their team and look at ways to reduce causes of stress. | E | Slight | Possible | Low |  | 7 Feb 22 |
| Concerns on workload issues or support needs are escalated to line manager/Head Teachers. | E | Moderate | Possible | Medium |  | 7 Feb 22 |
| 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. | E | Slight | Possible | Low |  | 7 Feb 22 |
| Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs | E | Moderate | Possible | Medium |  | 7 Feb 22 |
| Undertake a review of stress risk assessment to reflect new working arrangements. | E | Slight | Unlikely | Low |  | 7 Feb 22 |
| Staff are made aware of supportive mechanisms available to them (e.g. staff welfare officer) through line managers. | E | Slight | Possible | Low |  | 7 Feb 22 |
| Pupils are made aware of supportive mechanisms available to them (e.g. Pupil Support). | E | Slight | Possible | Low |  | 7 Feb 22  Class/ASNT/LSW |
| Virus transmission in the workplace /School  Virus transmission in the workplace/ school – Continued  Virus transmission in the workplace – Continued  Virus transmission in the workplace – 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  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. | N/A | | | | | |
| 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. | E | Moderate | Possible | Medium |  | 16/08/2021 |
| A tracking system is utilised to keep track of when staff can return to work after the symptom free period. | E |  | 7 Feb 22 |
| 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. | Choose an item. | n/a |  |
| 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/)). | E |  | 7 Feb 22 |
| Staff activities are segregated to promote 2 metres distance. | P | As far as possible | 7 Feb 22 |
| Pupil activities are segregated to promote 2 metres distance. | n/a |  |  |
| Screens are provided where it is not possible to retain 2 metre separation. | n/a |  |  |
| 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. | n/a | Pupils no longer need to stay in bubbles | Pupils are still mostly at separate ends of school |
| Employees/pupils are educated on preventative care. | E |  | 7 Feb 22 |
| 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. | E | ongoing | |
| Ensure help is available for children and young people who have difficulty cleaning their hands independently. | E | ongoing | |
| 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. | E | Pupil separation n/a | 7 Feb 22 |
| Staff informed not to wear face coverings such as scarves where these could be hazardous in their working environment. Staff must wear masks. | E |  | 7 Feb 22 |
| Young children or those that cannot use them safely advised not to wear masks. |  | n/a |  |
| Posters are displayed that encourage staying home when sick and implementing good respiratory hygiene. | E |  |  |
| 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. | E |  | 7 Feb 22 |
| The use of alcohol based hand rub to be supervised particularly when being used by small children. | E |  | 7 Feb 22 |
| Parents/Carers advised there will be the use of alcohol based hand sanitisers. | E |  | 7 Feb 22 |
| 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. | E |  | 7 Feb 22 |
| Social distancing while at school is maintained by continuing to limit social interactions by staggering break times/ lunchtimes. Posters will be located throughout the school to remind parent/carers/staff/pupils to exercise 2M distancing. | E | For adults  No longer necessary for pupils | 7 Feb 22 |
| Classrooms – Organise classrooms for smaller groups, removing excess furniture, and ensuring that Social Distancing is maintained between seats.  Practical Classes – Organise classrooms/workshops/labs for smaller groups, ensuring that Social Distancing is maintained space between each work station. | Choose an item. | 26.06.20 | n/a Updated guidelines |
| Practical Class equipment – To be cleaned/sterilised after each class. | Choose an item. | No longer necessary | 7 Feb 22 |
| 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. | E | Nursery | 7 Feb 22 |
| Remove soft furnishings. | E | No longer necessary | 7 Feb 22 |
| 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. | E |  | 7 Feb 22 |
| Staff bring their own provisions in for refreshments/lunch. Staff to also bring their own cup/water bottle. | E |  | 7 Feb 22 |
| Children to bring their own bottle of water, and snack. Tuck shop areas will not be open. | E |  | 7 Feb 22 |
| Lunch – hot dinners will be provided in dining hall. | E | Snack in classrooms/Dinners (rota) in canteen | 7 Feb 22 |
| Social areas providing seating have staggered use to maintain social distancing rules. |  |  |  |
| Coat rooms/areas – no coats/personal belongings to be positioned next to others. | n/a |  | n/a |
| 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 use other rooms. Staff rooms may be used for timetabled non-teaching time. Dining hall – 2 m apart seating for use at morning break. | E |  | 7 Feb 22 |
| Staff training: ‘Teams’ meetings, when possible. | E |  | 7 Feb 22 |
| PPE will be located in a designated ‘isolation room’. | E |  | 7 Feb 22 |
| 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. | E |  | 7 Feb 22 |
| 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. | E |  | 7 Feb 22 |
| Official government guidance is monitored regularly for latest details on guidance and advice which is shared with staff.  Usually comes from local Authority. | Ongoing |  | 7 Feb 22 |
| Business related travel is reduced. | n/a |  | n/a |
| All non-essential meetings have been changed to digital consultations with essential face to face meetings following government social distancing guidelines.  Use of Microsoft ‘Teams’ | E |  | 7 Feb 22 |
| Staff discouraged from hand shaking and general close personal greetings. | E |  |  | 7 Feb 22 |
| Staff are made aware of the impact of COVID-19 on their job/change of working environment. | E  ongoing |  |  | 7 Feb 22 |
| Each pupil will be issued with their own text books, pens, pencils etc. | Choose an item. |  |  | n/a |
| 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. | E | Moderate | Possible | Medium |  | 7 Feb 22 |
| 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. | E |  | 7 Feb 22 |
| Staff are made aware of COVID-19 symptoms via training sessions and visual aids such as posters in key locations, screensavers. | E |  | 7 Feb 22 |
| 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. | E |  | 7 Feb 22 |
| Staff/pupils and through communications to parents/carers will be informed of most up-to-date self-isolation guidelines. | E |  | 7 Feb 22 |
| 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. | E |  | 7 Feb 22 |
| Any child who presents with Covid-19 symptoms should be located in an Isolation Room. | E |  | 7 Feb 22 |
| 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. | E |  | 7 Feb 22 |
| PPE to be located in ‘isolation room’. | E |  | 7 Feb 22 |
| 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. | Choose an item. |  | n/a |
| Relevant reports to be completed to allow Track, Trace Isolate. | E |  | n/a |
| Procedure to be in place in event of when parent/carer is late to collect child/children when unwell. | E |  | 7 Feb 22 |
| 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 |  | 7 Feb 22 |
| Asymptomatic Testing |  | Lateral Flow Device (LFD) Tests undertaken by staff daily | E |  |  |  |  | 7 Feb 22 |

| **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 will be instructed to use council vehicles for work activities. | N/A | | | | | | |
| Staff told to avoid public transport where applicable and using alternatives e.g. cycling, walking to work etc | E | Negligible | Unlikely | Low |  | | n/a |
| Transport Planning to advise on school transport guidance. | E |  | | ongoing |
| Parents/carers/staff to adhere to 2m distancing on the school grounds approaching/exiting school. | E |  | | 7 Feb 22 |
| 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. | E | Slight | Possible | Low |  | | 7 Feb 22  7 Feb 22  7 Feb 22 |
| Stagger drop off/ pick up times. | n/a | n/a | |
| 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. | Choose an item. | n/a | |
| Access classroom from outside door where applicable. | Choose an item. | n/a | |
| Follow procedure for when parent/carer is late to collect child. | E |  | |
| Pupils to wash hands with soap and water, after entering building, and before exiting building. | E | ongoing | |
| Access and exit from a building involving signing in/out at reception appropriately managed, any touchscreen technology avoided. Should use own pen. | E |  | |
| Access to the building/site been restricted to visitors and contractors etc. | E |  | |
| 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. | E |  | |
| Hand sanitiser pump action containers are available in every work area and on main travel routes through the school including access and egress areas. | E |  | |
| Advisory hand washing signage displayed throughout the school, especially at entrances and exits and were people congregate. | E |  | |
| Signs displayed reviewed and replaced as necessary. | E |  | |

| **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. | E | Negligible | Unlikely | Low |  | | 7 Feb 22 | |
| 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. | E | Negligible | Unlikely | Low |  | | 7 Feb 22 | |
| 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. | E | Slight | Possible | Low |  | | 7 Feb 22 | |
| Rugs and mats are removed where safe to do so to make cleaning and disinfection of floors easier. | E |  | | 7 Feb 22 | |
| Appropriate cleaning products are used during daily preventative clean regime. | E |  | | 7 Feb 22 | |
| Staff avoid touching common pieces of equipment such as printers/scanners/faxes and use only dedicated work equipment  Clean between use. Any use of common work equipment is restricted and managed. | Choose an item. | n/a | |  | |
| In classrooms/learning environments where there is not a sink nearby, ensure there are hand sanitiser available. | E |  | | 7 Feb 22 | |
| Reduce number of toys and ensure they are easy to clean. Staff to sterilise/ wipe toys during and at the end of each session. | E |  | | 7 Feb 22 | |
| Routine cleaning disinfection of frequently touched objects and surfaces such as doors, desks, chairs, sinks, toilets, light switches, bannisters etc. | E |  | | 7 Feb 22 | |
| Routine cleaning/ disinfection of shared resources such as books, toys, ICT equipment such as keyboards, music equipment, utensils and tools. | E |  | | 7 Feb 22 | |
| All pupils and staff to have own stationary. | E |  | | n/a | |
| All pupils to have designated desk each session. | E |  | | n/a | |
| All desks/chairs to be disinfected after each session. | E |  | | 7 Feb 22 | |
| All pupils to have designated storage for work e.g. their own tray. | E |  | | 7 Feb 22 | |
| All play equipment outdoors to be disinfected between groups of pupils. | E |  | | n/a | |
| 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) | E | Library not in use | |  | |
| Use of cleaning products | Staff, Pupils, Parents, Carers, Contractors | Persons undertaking the cleaning been instructed with clear safe usage instructions. | E | Slight | Possible | Low |  | | 7 Feb 22 | |
| The relevant Safety Data Sheet and COSHH assessment is provided for the substances in use | E |  | | 7 Feb 22 | |
| Correct PPE is provided for the use of cleaning materials | E |  | | 7 Feb 22 | |
| 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. | E | Slight | Possible | Low |  | | 7 Feb 22 | |
| 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 |  | | 7 Feb 22 | |

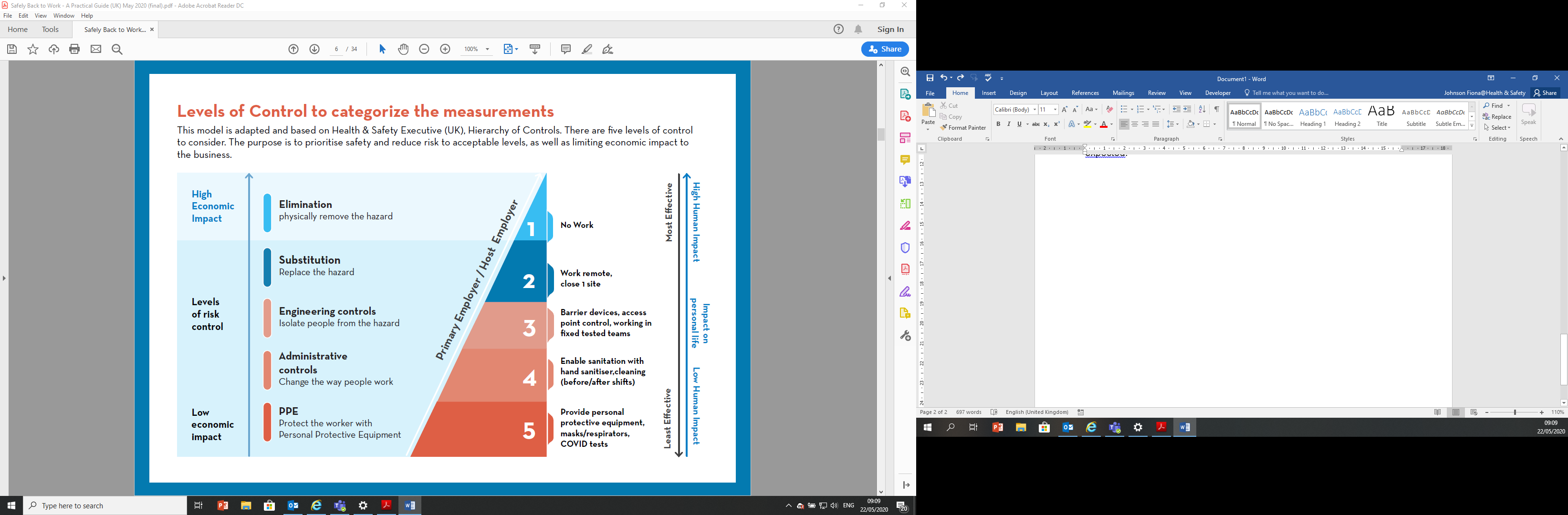
| **HAZARD** | **AT RISK** | **CONTROL MEASURES** | **PROBABLE OUTCOME** | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Consider:** premises work, equipment, specific tasks etc. | **People at risk** | **Control By:** guards, training, supervision, safety equipment, safe working 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.  The sprinkler system including heads maintained (if fitted).  Dry / wet risers inspected and maintained (if installed).  Fire blankets available in required location.  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 | Negligible | Unlikely | Low |  | 7 Feb 22 |

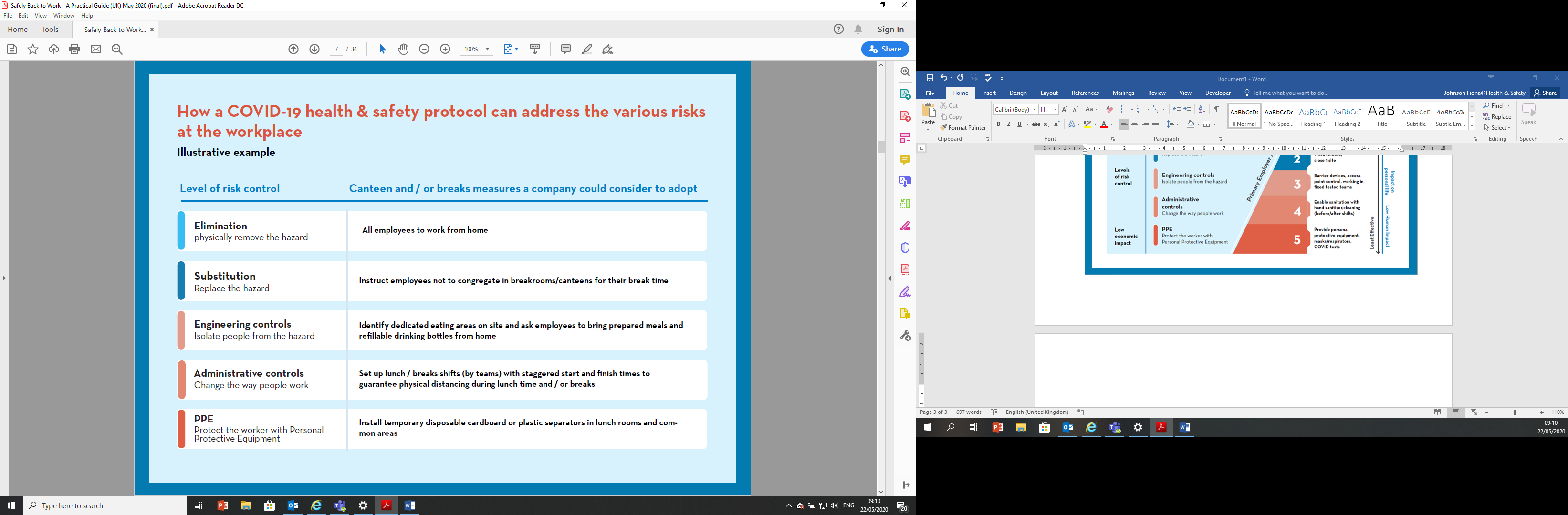
| **HAZARD** | **AT RISK** | **CONTROL MEASURES** | **PROBABLE OUTCOME** | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Consider:** premises work, equipment, specific tasks etc. | **People at risk** | **Control By:** guards, training, supervision, safety equipment, safe working 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 | Negligible | Unlikely | Low |  | 7 Feb 22 |
| 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. | E | Negligible | Unlikely | Low | 11.08.20 | 7 Feb 22 |
| 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 |  | 7 Feb 22 |

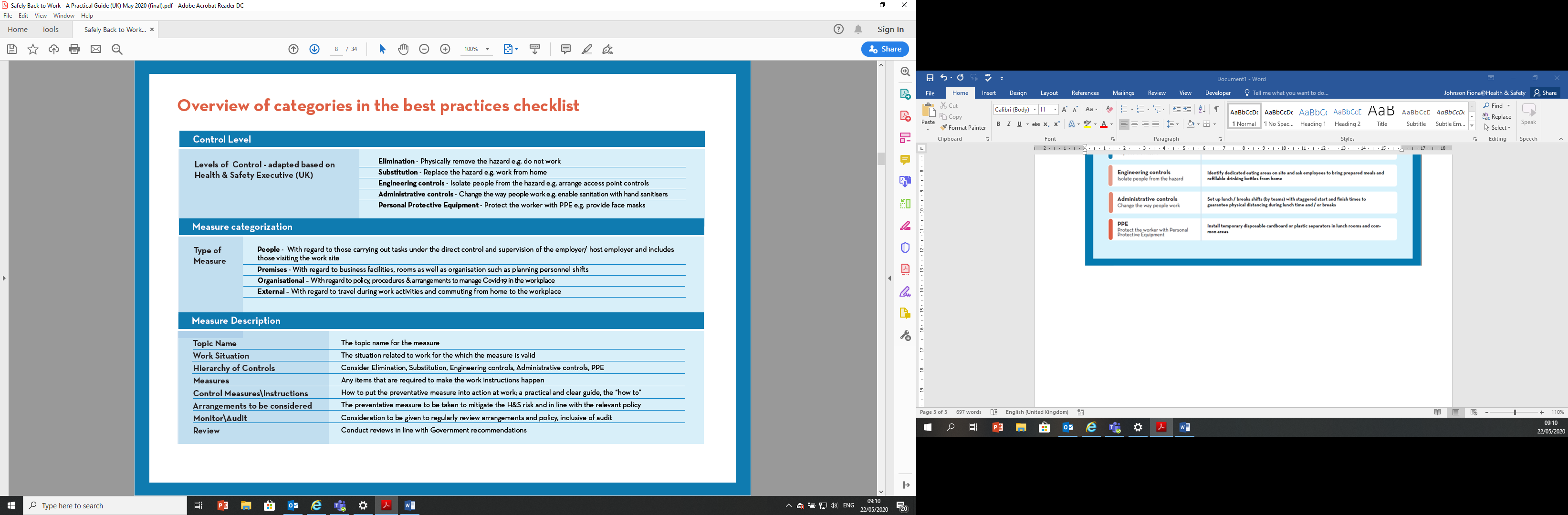
| **HAZARD** | **AT RISK** | **CONTROL MEASURES** | **PROBABLE OUTCOME** | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Consider:** premises work, equipment, specific tasks etc. | **People at risk** | **Control By:** guards, training, supervision, safety equipment, safe working 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 | | | | | | | | |
| 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 | Slight | Unlikely | Low | 31/07/20 | 7 Feb 22 |

| **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.  Showers been run at maximum temperature for 5mins to eliminate standing water and eradicate legionella bacteria. | P | Moderate | Unlikely | Low | No janitor! | 7 Feb 22 |
| 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 | Slight | Unlikely | Low | No janitor! | 7 Feb 22 |

| **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. | | | Choose an item. | Slight | | Unlikely | Low |  |  |
| Lift Statutory Inspections | Staff, Pupils, Parents, Carers, visitors, contractors | The thorough examination, inspection, testing and maintenance records for the lifting equipment in date. | | | Choose an item. | Slight | | Unlikely | Low |  |  |
| 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. | | |  | Slight | | Unlikely | Low |  |  |
| Name:  Post Title: | C Spofforth  Head Teacher | | Assessment Date:  7/02/22 | Further action required: N | | | Action Review Date(s):  Next Review Date: August 2022 | | | | |







**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. |  |

