

Danestone School Risk Assessment 2020-2021



COVID-19 Health & Safety Inspection Checklist

The current COVID-19 'coronavirus' outbreak poses a serious risk to individuals and businesses. This inspection checklist assists in identifying 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.

Service area: Education and Children Services
Site Address: Danestone Primary School
Service manager: Chief Education Officer
Inspection Undertaken by: Head Teacher Elaine Page
Approved by: Caroline Duguid

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

A: Employees – Consider what impact returning to work would have on your employees and how to keep your employees safe.				
No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Has a risk assessment been undertaken for those who have a self-declared health condition which could increase their risk profile.	Y	Green	A template for an individual worker's risk assessment is provided at the end of this document.
2.	Have you engaged with Trade Unions and staff during the reinstatement of the work process and in the drafting of this risk assessment to consider work processes and required controls?	Y	Green	Risk assessment to be shared with TUs and in line with SG guidance
3.	Are you tracking people who have been identified as high risk/are shielding.	N/A	Amber	Employees will record absence within CoreHR. Staff who have been advised to shield will work from home, they will provide a letter from their doctor. (At the moment we have no shielding staff) The risk assessment should be circulated to all staff and a copy shared with the school QIM and school TU reps.

4.	Where practicable will staff still be allowed to work from home/remotely.	Y	Amber	Ongoing review with individual members of staff and in response to staff questionnaire. Staff who are not working directly with children will continue to work from home/remotely. Staff are allowed to work from home during their RCCT time and during remote learning periods but can liaise with SLT via Google meets
5.	Can all staff maintain the Scottish Government guidelines for social distancing based on your industry (The latest Social Distancing Guidelines available here). These could include but are not limited to the following: Staff social distancing in the staff room and any shared areas.	Y	Amber	<p>However, this may be compromised by needs of individual children- 2 m distancing should be maintained between staff, other adults, and between staff and pupils. Classrooms are arranged so that staff and pupils can maintain 2 m distancing (e.g. staff workstation 2m from nearest pupil desks). Workstations will be wiped down between each use by different individuals, hand washing facilities / hand sanitiser available. All staff have been allocated an individual desk, so desk sharing is not required.</p> <p>Pupils assigned to learn within specific groups (where possible) for the duration of the school day to avoid large gatherings / groups and spaces / areas becoming crowded.</p> <p>However, this may be compromised by needs of individual pupils... A different arrangement is in place for a Targeted Support group of pupils with specific needs- For example, an area designated in classrooms / teaching areas if 1-2-1 support needed.</p> <p>PPE provided for any members of staff who require to come into close contact (within 2 m of a pupil (e.g. for additional support needs, first aid, etc.).</p> <p>Staffroom layout altered and numbers limited to take account of social distancing. Staff will need to bring their own food and drinks.</p>
5a	Are you able to segregate staff's activities to promote 2 metres distance?	Y	Amber	See 5. above
5b	Are you able to limit the amount of contact staff have with each other to 15 minutes or less	Y	Amber	See 5. above
5c	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	Amber	A one way system is not required due to the layout and class areas used. There will be a 'Keep left' approach throughout the school.
6.	Have staff been trained / notified before returning to work on any new procedures.	Y	Amber	Handwashing PPE Social Distancing Training to be completed by all staff before opening
7.	Have staff been instructed on how to hand wash effectively, for the suggested duration and maintain good hygiene practices.	Y	Amber	As above Ensure signage is available at all hand wash stations
8.	Have staff been instructed on social distancing where practicable while at work.	Y	Amber	See 5. above
9.	Have staff been trained on what to do if they are experiencing COVID-19 symptoms.	Y	Amber	Reissued within Risk assessment and PPE Guidance during staff training

10.	Have staff been instructed to minimise business related travel and use video chat as an alternative method of maintaining contact with colleagues, suppliers and customers.	Y	Amber	There should be no staff movement between schools (e.g. temporary/supply/peripatetic staff, etc.) This would also include attendance at school of psychologists, nurses, social workers, etc. being kept to minimum. They should follow government guidance about the number of settings they can visit in one week.
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B: Travel, Access & Egress – Consider how your employees 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, where car use is required to perform a role?	Y	Amber	Reminder to Home School Liaison Officer (HSLO) if return to normal duties are implemented.
2.	Are workers required to use either their own vehicle or company vehicle to travel to their task?	N	Green	Schools to adopt car park protocol (eg all reverse parking to limit exiting cars at same time)
3.	Are workers avoiding public transport where applicable and using alternatives (e.g. cycling, walking to work etc).	Y	Green	Where possible
4.	Have you considered staff that are required to vehicle share for their role and whether this could continue?	Y	Red	Risk Assessments to be reviewed If staff require to car share for attending work, Scottish Government Guidance should be followed in relation to the use of face coverings. Following updated Government advice, no car sharing is taking place 22/9/20
5.	Has the entry and exits to the building/site been limited to the minimum number of points required.	Y	Amber	To be agreed at school level – more entry/exit points likely to be preferable for schools. National guidance to be followed on this and detailed arrangements set out in School Recovery Plan. All entry points are used to reduce the number of pupils at each door.

6.	Has access to the building/site been restricted to visitors and contractors etc.	Y	Amber	Essential personnel by prior arrangement only – all protocols to be observed Emergency contractors, as above and when learners are not in attendance where possible. For ongoing planned construction works Corporate Landlord and Capital will work with contractors to ensure appropriate mitigation is in place such as sites physically separated from rest of building and contractors use separate entrances etc. Other essential visitors only where the impact of non-attendance would cause further harm (e.g. essential maintenance contractors, Educational Psychologist) Schools with open play areas will need to consider the impact of this within their risk assessment.
7.	Is it practicable to confine visitors to strictly defined areas and avoid unnecessary movements around the building?	N	Red	Due to layout of Danestone, all visitors would have to walk through a class areas with pupils to access any other point in the school. The only exclusion to this would be a visit to the Head Teacher's office, which is at the front of the school. For this reason, visitors during school time is discouraged,
8.	Have appropriate hand wash stations (toilets) and/or hand sanitiser pump action containers been made available in every work area and on main travel routes through the building/site including access and egress areas.	N	Red	Procurement of Hand Sanitiser and Cleaning materials to support. All areas now have hand sanitiser- 14/8/20
9.	Is advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and were people congregate.	N	Amber	Audit all schools and issue guidance. National guidance to be followed and detailed arrangements to be set out in School Recovery plan.
10.	Are the signs displayed reviewed and replaced as necessary?	N	Amber	Weekly check to be added to risk assessment for signage. Janitors to replace signage where necessary – janitors will require access to school printing facilities for this

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 clean of the property / site before returning	Y	Green	Most schools, other than those which were used for Keyworker Childcare or Vulnerable Learner Hubs, have laid empty since 23 March. Initial cleaning is in progress to ensure buildings are fit for small groups of staff to return and a full deep clean will be undertaken prior to pupils return on 11 August.
2	Is the ongoing cleaning frequency sufficient and is cleaning required and can cleaning be undertaken when site/building/premises is occupied?	Y	Green	Daily cleaning will be undertaken by Cleaning Services, supplemented by Janitorial staff undertaking regular cleaning of frequent hand touch points during the school day. All surface cleaning will be undertaken using EN14476 rated (for destroying enveloped viruses) disinfecting solutions.

3.	Are all hand contact points cleaned on a frequent basis including, door furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, toilets, canteen / food preparation areas.	Y	Green	In addition to the answer in 2 above, discussion is ongoing at the School Readiness for Reopening Group to determine who will clean IT equipment, toys and other resources. Items which cannot be effectively disinfected between uses will be temporarily taken out of use.
4	Have persons undertaking the cleaning been instructed with clear safe usage instructions.	Y	Green	All FM staff are trained in the safe methods of work for activity within their service areas. COVID-19 specific risk assessments have been completed and shared with all staff. Supplementary service specific FAQ's have also been prepared and shared with staff upon their return to work.
5	Can where practical curtains and blinds be removed to minimise the areas where viruses can be difficult or time consuming to remove.	N	Red	The curtains in the junior corridor will be removed. However, due to positioning of Danestone school, the blinds can not be removed from class areas as to do so would cause too much sunlight to enter the class areas and pupils would be unable to have clear vision. Individual member of staff to manage blinds in each areas of school.
6	Can blinds be kept opened and locked if they cannot be removed.	N	Red	The blinds do not lock and can not be left open due to the positioning of the sun from August to October. Only staff will open and close blinds and they will wash their hands after adjusting the blind
7	Can rugs and mats be removed where safe to do so to make cleaning and disinfection of floors easier.	Y	Amber	All rugs to be removed from class areas and stored in the quiet rooms.
8	Have staff been provided with appropriate cleaning products so that they can frequently clean their own work stations during the day.	N	Amber	Products to be ordered by individual schools through PPE order form. Facilities Management to assist in storing and replenishing appropriate cleaning materials.
9	Daily cleaning schedule and checklist created for Nursery to ensure thorough cleaning between am and pm sessions.		Green	Floating member of Nursery staff will mostly be responsible for using this as they will be involved in cleaning, toileting and snack preparation.

D: Building Safety – Responsible Person Checks – Consider how you ensure your building remains safe for all employees and visitors.Guidance on a suitable inspection can be [found here](#).

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	Corporate landlord will confirm to individual head teachers when all checks up to date. Prior to this staff access to building restricted to daytime hours only, max 4 people (primary schools) / 8 people (secondary schools) for no more than 2 hours each day, and only for specific recovery planning purposes.
2.	Ventilation / Humidity / Lighting & Heating.	Y	Green	Corporate landlord will confirm to individual head teachers when all checks up to date. Prior to this staff access to building restricted to daytime hours only, max 4 people (primary schools) / 8 people (secondary schools) for no more than 2 hours each day, and only for specific recovery planning purposes.
3.	Legionella Controls.	Y	Green	Corporate landlord will confirm to individual head teachers when all checks up to date. Prior to this staff access to building restricted to daytime hours only, max 4 people (primary schools) / 8 people (secondary schools) for no more than 2 hours each day, and only for specific recovery planning purposes.
4.	Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance.	Y	Green	Corporate landlord will confirm to individual head teachers when all checks up to date. Prior to this staff access to building restricted to daytime hours only, max 4 people (primary schools) / 8 people (secondary schools) for no more than 2 hours each day, and only for specific recovery planning purposes.

Signed: E.Page Elaine Page Head Teacher

Date: 6th January 2021

COVID-19 Health & Safety Risk Assessment

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE 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.						
Safety of all –								
Psychological well being	Staff, pupils	<p>Regular communication is in place (individual and group) to ensure staff are not ill-informed about remote learning and current guidance. Discussions at staff meetings are followed up with regular communication with individual staff through text. Any staff who are concerned receive follow up phone calls.</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. All staff in school are following strict hand hygiene and mask wearing guidance. Regular check ins with staff take place to ensure compliance.</p> <p>Line managers are aware of how big changes to working arrangements may cause additional work-related stress and affect their employees' mental health and wellbeing.</p> <p>Managers hold regular informal discussions with their team and look at ways to reduce causes of stress including access to ACC Wellbeing support and signposts. Going home Checklist displayed at all exit points within building.</p> <p>Concerns on workload issues or support needs are escalated to Susan Blair, DHT, Nursery -P3, Leanne Duncan PT, P6+7 and Elaine Page, HT, P4+5, PSAs, RCCT teachers, Administrator and SLT staff.</p>	P	Major	Possible	Medium	January 2021 Regular check ins	Jan 2021

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE 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.						
		<p>Managers 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 your stress risk assessment to reflect new working arrangements. Where you have made significant adjustments to employee's working practices, a review must be undertaken.</p> <p>Employees are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc) through line managers.</p> <p>Employees are made aware of the impact of COVID 19 on their job/change of working environment.</p>						
Psychological wellbeing	Pupils	<p>Contact with individual parents/carers during lockdown to ensure relevant, appropriate information is passed on and shared with staff in a timely manner through SEEMIS. Vulnerable pupils identified and allocated to hubs or SLT for regular check ins.</p> <p>Ensure first aiders on site at all times following appropriate ratios.</p> <p>Ensure named Child protection officer available within each setting.</p> <p>All ACC policies adhered to at all times.</p>	P	Major	Possible	Medium	Jan 2021	Jan 2021

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			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.						
		Staff working with children to continue to be calm, nurturing and caring, seeking confirmation from line manager if unsure of anything.						
Virus transmission in the workplace	Staff, pupils, visitors (agreed only in advance)	<p>Any employee/service user showing symptoms of Covid-19 or sharing a house with someone with Covid-19 should remain at home as per the government's guidance.</p> <p>Test and Protect see link below https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect-information-leaflet-2/pages/coronavirus-covid-19-test-and-protect---step-by-step-guide/</p> <p>Specific individual employee risk assessment (appendix A) has been undertaken for those who have a self-declared health condition which could increase their risk profile.</p> <p>In tier 4 there is the need for shielding staff and pupils to check their status with medical professionals. Several staff have individual risk assessments, but none were told to shield. However, they will be asked to check their status with medical professionals.</p> <p>We have one pupil with underlying health conditions. We will liaise with parents to ensure they are seeking advice from their child's clinician.</p> <p>The inspection checklist above 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.</p> <p>All employees requested to attend a school building should review this exemplar risk assessment, feedback any concerns and agree the content at school level. The risk assessment should then be</p>	P	Extreme	Possible	High	Jan 2021	Jan 2021

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE 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.						
		<p>circulated to all staff and a copy shared with the school QIM and school TU reps.</p> <p>Advice is shared with staff members and staff have been fully briefed and kept up to date with current advice on staying protected through the company lines of communications (i.e. line managers, HR) and shared with staff.</p> <p>In Tier 4 staff will need to reduce movement between schools. Staff will only be able to attend one school per week. This will only impact 1 part time member of Danestone staff who does supply at our nurseries on the days she doesn't work at Danestone. HT will speak to her to ensure she is only working at Danestone.</p>						
Someone entering the workplace with COVID-19	Staff, pupils, visitors (agreed only in advance)	<p>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. Where possible all appointments to be pre-arranged 3-4 days in advance of visit. All visitors must wear fluid resistant masks</p> <p>Staff are made aware of COVID-19 symptoms via training sessions and visual aids such as posters in key locations, screensavers</p> <p>External visitors will be actively discouraged. Parents will not be allowed entry to the school building or grounds and will be encouraged to make contact by email / phone and not in person.</p> <p>Teaching students will be allowed to enter the building and will become Core staffing, only visiting one premises. They will be given a copy of the Risk Assessment and asked to feedback to SLT with</p>	P	Extreme	Possible	High	January 2021	January 2021

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE 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.						
		<p>any concerns. Staff will be there to support them with routines and anyone with any concerns will report to SLT.</p> <p>Anybody visiting the site will do so only with prior agreement from the Head Teacher and will be informed that they are not to enter if they're experiencing COVID-19 symptoms, being advised to self-isolate in line with government recommendations</p> <p>Staff and pupils 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>						
Travel to school buildings	Staff, pupils, visitors (agreed only in advance)	<p>Wherever possible private transport should be used to maintain isolation from the public when commuting to the school building.</p> <p>If public transport or car sharing cannot be avoided, the employee/service user should be encouraged to follow current government advice in respect of "face coverings". Car sharing no longer allowed – Government guidance 22/9/20</p> <p>Parking restrictions to maintain social distancing measures in place include...e.g. agreed reverse parking to limit possible exiting of cars from same side</p> <p>On arrival at the site employees/service users must wear fluid resistant masks before entering the building, employees/service users use hand sanitiser gel immediately on entry to the workplace, this is situated at the front office hatch.</p> <p>Employees/service users then go to the nearest sink which is in the main reception area / cooking area and thoroughly wash their hands for at least for 20 seconds.</p> <p>Children are encouraged to avoid travelling to school on either public or school transport with walking being promoted where safe to do so.</p>	P	Moderate	Possible	Medium	January 2021	January 2021

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE 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>The site identified for "Park and Stride" routes is Laurel Drive and parents/carers are encouraged to use this points to minimise activity around the school gates.</p> <p>For pupils using bicycles, bike racks will be available, but any adults (e.g. non-teaching staff) supervising / supporting pupils will need to maintain 2 m distancing between each other and the pupils.</p>						
Entry and exit to building	Staff, pupils, visitors (agreed only in advance)	<p>Entry and exits to the building/site will be planned and managed to support physical distancing within the building. Primary 4-7 should enter / exit via the main entrance on Fairview Brae. P2+P3 should enter through the first entrance on the footpath leading from Fairview Brae to the woods. P1 and nursery should enter from the second entrance on the footpath leading from Fairview Brae to the woods. Signs will be erected to signpost entrance to the school and a member of SLT will be on every door to support pupils and parents.</p> <p>During lockdown a hub will be operating in school and less entry and exit points will be required. The Nursery will enter via P1 door, P1-3 through the P2/3 door and P4-7 through the main front door.</p> <p>Access and exit from a building will involve signing in/out at reception. This is done through digital QR codes although a paper sign in book is available for those without phones. Mrs Sandra Stephen will organise and maintain the sign in book. All QR records are held on the Google Drive in the SLT / Admin drive.</p> <p>External visitors will be actively discouraged. Parents will be encouraged to make contact by email / phone and not in person. Any essential visitors confined to strictly defined areas and unnecessary movements around the building avoided.</p>	P	Major	Possible	Medium	January 2021	January 2021

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE 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.						
		<p>Hand sanitiser is available in every work area and through the building including access and egress areas where there are no sink facilities.</p> <p>Advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and where people congregate.</p> <p>Signs displayed reviewed and replaced as necessary.</p> <p>Staff do regular reviews of hand washing and speak to their children about correct procedure.</p>						
Orientation/ Training	Staff, pupils, visitors (agreed only in advance)	<p>Training arrangements have been developed including refresher sessions to ensure staff have been trained before returning to work on any new procedures.</p> <p>Service Users should receive a copy of the 'Returning to School Guide'.</p> <p><u>Prior to August 11th</u> All staff must complete health and safety orientation:</p> <ul style="list-style-type: none"> • Social distancing and one-way system plans • Handwashing training • PPE Training • Updated First Aid Training (for relevant staff) • Updated Fire Evacuation Procedures (The latest Guidance on these measure can be found by clicking the following link Social Distancing Guidelines). <p><u>On first day of school entry</u></p>	P	Major	Possible	Medium	January 2021	January 2021

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Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
		<p>Service Users should complete health & safety orientations including:</p> <ul style="list-style-type: none"> • Social distancing and one-way system plans • Handwashing training • PPE <p>All will take responsibility for challenging those not following guidance.</p>						
Personal Hygiene	Staff, pupils, visitors (agreed only in advance)	<p>Staff will follow good infection control guidance (Infection Prevention and Control in Childcare Settings (Day Care and Childminding Settings)).</p> <p>Handwashing procedure posters are displayed in areas where handwashing takes place.</p> <p>All staff/service users will wash hands at before entering setting and build handwashing into daily routine. Staff will wash their hands in main reception when they enter the building. P1+P1/2 will wash their hands at the infant sinks in their class areas. P2/3 + P3 will wash their hands at the sinks in the junior area. The P5/6 pupils will wash their hands in Music room sink. The P4+P5 pupils will use the sinks in the senior area of the school. The P6/7 pupils will use the sinks in the pupil toilets at the front door and the P7 pupils will use the sink in the cooking area.</p> <p>Where hand washing facilities are limited, hand sanitiser will be provided.</p> <p>Employees or service users who suffer dry skin/dermatitis will carry their own hand cream.</p> <p>From Monday 26th October all staff from P1-7 will wear a fluid resistant mask when walking through the school. The mask can be removed in their own class area if no other adults within 2 metres.</p>	P	Extreme	Likely	High	January 2021	January 2021

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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>Fluid resistant masks must be worn when working with pupils within 2 metres.</p> <p>Where tissues are used they will be binned immediately, then hands will be washed.</p> <p>All will be encouraged and reminded to avoid touching eyes, nose and mouth with unwashed hands and to cough directly to crook of elbow.</p> <p>Staff/service users will be encouraged to tie back long hair where appropriate and change clothes daily</p> <p>Handwashing will take place:</p> <ul style="list-style-type: none"> • When entering the building • After using the toilet • Before and after handling food • Before leaving the building/getting into their car • When arriving home 						
Maintaining 2m distancing	Staff, pupils, visitors (agreed only in advance)	<p>Social distancing while at work is maintained by continuing to limit social interactions by staggering start/finish times and lunchtime.</p> <p>The staffroom is only to be used to provide seating, with staggered entry to maintain social distancing rules.</p> <p>Social gathering amongst employees have been discouraged whilst at work.</p> <p>Staff requested to keep in touch through remote technology such as phone, internet and social media.</p> <p>Staff have been separated into teams to reduce contact between employees.</p>	P	Major	Possible	High	January 2021	January 2021

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		<p>Staff activities are segregated to promote 2 meters distance.</p> <p>All staff who are supporting learners and are within 2m of young people for any length of time must ensure that they wear a fluid resistant face mask. If staff are wearing a fluid resistant face mask they can remain with the person for the entire session.</p> <p>A keep left system is implemented and visual aids, such as floor strips, signage are used for maintaining two meters distance.</p> <p>Desks are arranged to maintain a minimum of 2 meters from each other, with employee's facing in opposite directions where possible (e.g. in school office).</p> <p>Through orientation and ongoing reminders all will maintain 2m distancing where possible.</p> <p>Physical contact will be minimised and only take place where a risk assessment has been completed and appropriate PPE arrangements in place (Education PPE Guidance to be followed).</p> <p>Emergency evacuation procedures/ fire drill & muster point updated and shared with employees / service users prior to or on day of entry.</p> <p>Minimise contact with surfaces, e.g. tables, furniture and where there is reason for multiple use, items should be wiped prior to and following use.</p> <p>Items that come into contact with your mouth such as cups & bottles will not be shared.</p> <p>Individual learners will be provided with one use resource where practical and where not, these will be wiped down between use with wipes provided.</p>						

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			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.						
		<p>The outdoor areas will be used regularly, where possible, to support social distancing and staff will plan for this.</p> <p>Numbers of employees/service users in a room will be restricted to comply with capacity figures of each individual room.</p> <p>All staff to monitor practice and alert SLT of any potential risks. This will trigger a review of this risk assessment</p> <p>If a service user refuses to comply with ACC risk assessment, they will be removed from the setting by SLT who will contact parents to discuss and clear guidance will be shared again. The pupil will not be allowed to reenter the setting until they have agreed to follow the risk assessment.</p> <p>The number of staff within each area is limited to capacity numbers. This will be managed by SLT who will monitor, any staff breaching the 2m social distancing will be spoken to by HT.</p> <p>Induction visits from new Nursery children.</p> <p>Parents have been emailed with guidance that this will be a short, socially distanced visit held outdoors. Visits will be shared between DHT and CT to limit number of contact families.</p>						
Dining arrangements	Staff, pupils, visitors (agreed only in advance)	<p>All employees and service users will be asked to bring a packed lunch and the provision of free school meal vouchers will continue. For week commencing Monday 17th August, packed lunch service will be provided. Further discussions will be required on a site by site basis as to how service will be delivered and from where.</p> <p>Any uneaten food / waste wrappers etc will be taken home, to help reduce the risk of infection spread</p>	P	Major	Possible	High	January 2021	January 2021

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE 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>Children will eat lunch in the dinner hall but each class will be allocated a table to reduce contact with other classes during lunch time. Staggered break and lunch will enable smaller groups to access areas such as the playground at one time and smaller numbers of staff accessing staffrooms.</p> <p>This was updated Monday 21st September to reduce numbers further. There are now three separate lunch times to further reduce pupils in the dinner hall. All P4 –7 pupils have a seating plan which is reviewed on regular basis.</p> <p>Lunchtime supervision will be provided by PSAs and SLT. All pupils must remain on site for lunch in order to limit their contact with others out with the school – However, an individual risk assessment will be created for any pupils who require to leave the building during lunch. (at the moment this only applies to one P1 pupil due to his additional support needs)</p> <p>When the hub is operating, there will be two tables for lunch, one for P1-3 and one for P4-7, these will be two metres apart. SLT will supervise the lunch hall to allow PSAs to eat their lunch.</p> <p>Early Years dining will be within the setting area to ensure that children can remain within the space and rolling snack offered to limit numbers in kitchen / dining areas</p>						
Use of Toilets	Staff, pupils, visitors (agreed only in advance)	<p>Access to toilets will be carefully managed by EYPs, PSAs and teaching staff. Class teachers will only allow one pupil to go to the toilet at a time to reduce numbers in the toilets</p> <p>Break times will be staggered. Classes have been split into 2 groups with a maximum of 5 classes having their break at the same time. Pupils can use the front toilets at break and lunch time, these will be cleaned after break and lunch.</p> <p>When the hub is operating, there will be one break and one lunch due to low numbers in school.</p>	P	Major	Possible	High	January 2021	January 2021

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE 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
		There will be a strong emphasis on hand washing after visiting the toilet, and hand washing may require to be supervised for younger children						
Employees / Service user becomes unwell	Staff, pupils, visitors (agreed only in advance)	<p>In line with procedures and guidance, only allow employees and service users in good health to be in the setting. If someone develops any of the symptoms:</p> <ul style="list-style-type: none"> • a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) • a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) • loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal <p>Follow current NHS guidance https://www.nhs.uk/conditions/coronavirus-covid-19/ All school staff will be asked to familiarise themselves with the local Test, Trace, Isolate and Support Strategy.</p> <p>Follow procedures to remove from setting where someone becomes unwell</p> <p>Employee</p> <ul style="list-style-type: none"> • Immediately leave the building and go directly home. SLT will cover classes if this happens. <p>Service User</p> <ul style="list-style-type: none"> • Isolation area within the building identified in case of any individuals who present as unwell during the session, this is located in the room previously used as a staff work base. • Emergency contact list accessible and up to date 	P	Major	Possible	High	January 2021	January 2021

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE 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
		<ul style="list-style-type: none"> Request for immediate collection by parents/carers On collection, immediately leave the building and go directly home Facilities informed and deep clean carried out <p>First Aid Disposable gloves and disposal plastic apron should be worn to administer all First Aid due to the need for physical contact</p> <p>In adults, it is recommended that you do not perform mouth-to-mouth ventilation – perform chest compressions only. Compression-only CPR may be as effective as combined ventilation and compression in the first few minutes after non-asphyxial arrest (cardiac arrest not due to lack of oxygen).</p> <p>Cardiac arrest in children is more likely to be caused by a respiratory problem (asphyxial arrest), therefore chest compressions alone are unlikely to be effective. During asphyxial arrest mouth-to-mouth compressions will be made, use a resuscitation face shield where available.</p> <p>First Aid trained staff who are not deemed as being 'at greatest risk' will perform CPR if required. The risk of cross infection is very small and set against the inevitability that a person in cardiac arrest will die if no assistance is given. First Aiders should always shout for help and dial 999 prior to beginning to perform CPR.</p> <p>Those who administer CPR require to carefully monitor themselves for symptoms of possible COVID-19 over the following 14 days, unless the individual had been confirmed to be positive for SARS-CoV-2 in the last 10 days. In this scenario of direct mouth-to-mouth contact with a known case, <u>advice on self-</u></p>						

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			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.						
		<p><u>isolation</u> should be followed. Should you develop symptoms you should follow the advice on what to do on the NHS website.</p> <p>It is likely that the child/infant having an out-of-hospital cardiac arrest will be known to you. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child.</p>						
Distribution of LFD testing kits		<p>Covid Coordinator (Susan Blair DHT) and Registration Assistant (Admin) identified. Training/information webinar attended by both.</p> <p>SB to register on Objective Connect. SB and EP to read all information shared over TEAMS in relation the LFD testing.</p> <p>SB and SS to monitor all aspects regularly.</p> <p>Staff meeting held to explain COVID-19 testing and Consent, How to Guide and Privacy notice shared with all staff. Video recording of meeting shared with staff unable to attend meeting.</p> <p>Test kit log prepared and completed by Sandra Stephen.</p> <p>Test kits to be stored in back cupboard which is lockable. Area cleared.</p> <p>Test kits will be distributed from P7 classroom which allows for social distancing between SS and SB and members of staff collecting. SB and SS to wear PPE to distribute kits with usual enhanced cleaning practiced.</p> <p>Distribution and collection arrangements and procedures shared with all staff. Limited number of staff in P7 area at any time.</p>	P	Moderate	Possible	Low	From 15.2.21 and ongoing	April 2021

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			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.						
		Time's given for collection to ensure limited number of staff in class area at one time and social distancing can be adhered to.						
Cleaning and hygiene measures								
Environmental Cleaning	Staff, pupils, visitors (agreed only in advance)	A deep clean of the property / site before returning is performed if required. Where there has been a COVID-19 case, the cleaning regime will be in accordance with strict rules outlined in COVID-19- decontamination-in-non-healthcare-settings.	P	Minor	Possible	Low	05/06/20	June 2020 Cleaning staff /Janitorial EP January 2021
Cleaning Frequency	Staff, pupils, visitors (agreed only in advance)	The ongoing cleaning frequency is made sufficient enough such that cleaning can be undertaken daily and supplementary sanitisation by janitorial staff when site/building/premises is occupied. Cleaning is recorded on sheets in each area. If the janitor isn't in school all day, the PSAs will support cleaning. The school administrator will inform PSAs when they arrive in school Toilets and washrooms will be cleaned daily by cleaning staff to maintain high standards of cleanliness, using methods and cleaning products in keeping with national guidance (COVID-19- decontaminaton-in-non-healthcare-settings).	P	Moderate	Possible	Medium	In place from 10th August and ongoing	January 2021
Commonly touched surfaces	Staff, pupils, visitors (agreed only in advance)	Additional sanitisation of taps and flush handles will be undertaken by janitorial services on a regular basis during the school day. All other areas will be cleaned by cleaning staff before the start of every day, paying special attention to door handles, table/counter tops, bannisters, and other areas touched regularly by staff and children, with additional cleaning during the day. Sanitising wipes will be available in each setting to ensure cleaning and disinfection of frequently touched objects and	P	Moderate	Possible	Medium	In place from 10th August and ongoing	January 2021 Cleaning staff /Janitorial /PSA/ EP

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE 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.						
		<p>surfaces (e.g. telephones, keyboards, door handles, desks, tables). This should be undertaken by staff on duty or service users if appropriate.</p> <p>Where practical, soft furnishings are removed to minimise the areas where viruses can be difficult or time consuming to remove.</p> <p>Blinds will only be operated by the class teacher and they will wash hands before and after touching the cord.</p> <p>Rugs and mats are removed where safe to do so to make cleaning and disinfection of floors easier.</p> <p>Appropriate cleaning products are used during daily preventative clean regime.</p> <p>Staff avoid touching common pieces of equipment such as photocopiers/printers/scanners/faxes and use only dedicated work equipment on the workstations.</p> <p>Any use of common work equipment is restricted and managed.</p> <p>Daily cleaning schedule and checklist used in Nursery as two different groups using this environment daily.</p>						
Use of cleaning products	Staff, pupils, visitors (agreed only in advance)	<p>Persons undertaking the cleaning have been instructed with clear safe usage instructions.</p> <p>The relevant Safety Data Sheet and COSHH assessment is provided for the substances in use. (Early Years / Facilities staff)</p> <p>Correct PPE is provided for the use of cleaning materials.</p> <p>Additional PPE can be requested from the school administrator</p>	P	Moderate	Possible	Medium	In place from 10th August and ongoing	January 2021 /Janitorial /PSA EP

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE 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.						
Housekeeping	Staff	Appropriate cleaning products are provided, so that staff can frequently clean their workstations during the day. Staff provided with waste bins lined with a plastic bag so that they can be emptied by facilities staff without contacting the contents. Facilities Staff are instructed that the emptying of bins and wastepaper baskets should be followed by hand washing.	P	Moderate	Possible	Medium	In place from 10th August and ongoing	January 2021
Close contact / Spillages – bodily fluids, blood, vomit	Staff, pupils, visitors (agreed only in advance)	Employees will follow Education PPE Guidance and should wear appropriate PPE including Fluid resistant face masks (type IIR) for work where individual risk assessment has identified the need at times where staff will provide intimate care or have direct contact (within 2 metres) of children for a period of 10 minutes or more such as: <ul style="list-style-type: none"> ➤ supporting the medical and additional support requirements of children with complex needs ➤ where there are invasive interventions required ➤ where children have difficulty maintaining social distancing for 10 minutes or more <p>Identified Health & Wellbeing Coordinator will ensure that a regular stock take is done and order completed on a 4 weekly basis. Completed orders should be in by 12pm Wednesday of week 3.</p> <p>PPE Order</p> <p>Central Order of</p> <ul style="list-style-type: none"> • Gloves • Aprons • Face Masks • Hand Sanitiser 	P	Major	Possible	High	August 2020 and ongoing	January 2021

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE 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.						
		Local order of <ul style="list-style-type: none"> Tissues 						

Work must continue alongside COVID-19 and you still have a duty to ensure a safe place of work for your staff, visitors etc. If you're intending to bring your staff back to your workplace and your workplace has been sat idle, we would suggest giving some consideration to the following topics:

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PRPOSED '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								
Fire, heat, burns, smoke inhalation	Staff, pupils, visitors (agreed only in advance)	Responsible person has carried out checks on your building in the following areas: Emergency lighting suitable, sufficient and maintained. Suitable number fire extinguishers available in required locations. Fire blankets available in required location. (Kitchen, nursery, Junior area and senior area) Fire alarm and detection system for the building tested, inspected and maintained. Means of escape clear.	P	Extreme	Possible	Medium	August 2020	10 th August 2020 Janitor/ EP January 2021

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE 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 doors provided and maintained in good working order. Building has suitable lightning conductors / protection. The fire risk assessment suitable & sufficient / current.						
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, visitors (agreed only in advance)	Workplace temperatures are not too hot or too cold (at least 17 degrees Celsius). Measures can be taken to control temperature extremes and/or humidity levels such as through computerised EHAV system.	E	Minor	Possible	Low	June 2020	June 2020 Janitorial /EP
Ventilation	Staff, pupils, visitors (agreed only in advance)	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.	E	Minor	Possible	Low	June 2020	June 2020 Janitorial /EP January 2021

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE 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.						
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, visitors (agreed only in advance)	Tanks and taps inspected and maintained. Suitable controls in place to reduce the risk of legionnaires disease. All other outlets to have been run for 5mins to eliminate standing water, prior to staff returning	P	Major	Possible	Medium	August 2020	10 th August Janitorial / EP
Drinking water	Staff, pupils, visitors (agreed only in advance)	Drinking water facilities will only be used to fill water bottles. Pupils and staff will not be allowed to drink from the fountain.	P	Moderate	Possible	Medium	August 2020	10 th August Janitorial / EP January 2021

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE 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.						
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								

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			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.						
Statutory Inspections	Staff, visitors, pupils	Responsible person has carried out checks on your building 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.	P	Major	Possible	Medium	August 2020	10 th August Janitorial / EP January 2021
Plant and Equipment	Staff, visitors, pupils	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. Enough space is available for personnel to undertake their tasks safely and comfortably. Personnel have the appropriate competences and/or trained to use machines/work equipment.	E	Major	Possible	Medium	August 2020	10 th August Janitorial / EP January 2021
Signed:	E. Page	Assessment Date: 12 th February	Further action required: N		Action Review Date(s):			
Name:	Mrs Elaine Page				Next Review Date: 12 th February 2021			

Action Plan

Point Ref	Details of Corrective Action Required	Timescale	Responsible Person	Closed Out
A1	Risk assessment for staff with self-declared health condition to be undertaken with all relevant staff	August 2020	Line managers/H&S	11 th August 2020 EP
A3	Tracking system to be developed and maintained for vulnerable staff	August 2020	CJ//P&O/line managers	11 th August 2020 EP
A5c	Guidance on school building arrangements for each building to be created and circulated as appropriate	June 2020	HTs /Corporate Landlord	10 th August 2020 EP
A5-A9	Staff training around handwashing, PPE, social distancing and one-way systems to be developed and completed by all staff	June 2020	HTs/PPE working group/Corporate Landlord	10 th August 2020 EP
B6/B7	Contractor and visitor to schools protocol and policy to be updated and shared with all schools	June 2020	Corporate Landlord	August 2020
B8	Co-ordinated procurement of PPE including hand sanitiser and cleaning materials	June 2020	FL/H&S	August 2020
C	Soft furnishings/blinds/mats etc to be removed where safe to do so	August 2020	HTs /Corporate Landlord	30 th June 2020 EP
C1	Each school building to be deep cleaned before staff and/or pupils return	August 2020	Facilities	August 2020
C2-4	Cleaning guidance issued to all schools	June 2020	Facilities	June 2020
C8	Provision of appropriate cleaning products and usage instruction to school staff	June 2020	Facilities	June 2020
D1-6	All required building related safety inspections undertaken and completed	August 2020	Corporate Landlord	August 2020
Additional Comments				

Signed: E.Page

Date: 6th January 2021