

## 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.

<b>Service area:</b> Schools
<b>Site Address:</b> Aberdeen Grammar School
<b>Service manager:</b> Chief Education Officer
<b>Inspection Undertaken by:</b> Quality Improvement Team / Head Teacher
<b>Approved by:</b>

### 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. Individual meetings have taken place with staff who had identified concerns when completing the ACC staffing questionnaire prior to the summer holidays. Given that The Scottish Government guidelines have changed with regard to shielding, senior staff will complete a wellbeing meeting with staff who had previously completed individual risk assessments. This will be undertaken week beginning 10 August. Any staff seeking support have been advised of the procedure to follow and who to contact within the school team.

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	The draft Risk Assessment was shared with all staff on 10 August. During a staff meeting on 11 August, key points were reiterated. TU rep has a copy of the RA and will be providing ongoing feedback. RA will be reviewed on a daily basis through a virtual SMT meeting. The RA will remain as a working document due to the changing situation regarding COVID 19.
3.	Are you tracking people who have been identified as high risk/are shielding.	Y	Green	Employees record absence on Core HR Individual Risk Assessments continuously reviewed with individual staff members.
4.	Where practicable will staff still be allowed to work from home/remotely.	Y	Green	As we are in a school setting and all pupils will return on a full-time basis from 17 August, staff are required to work within the school premises.
5.	Can all staff maintain the <a href="#">Scottish Government</a> guidelines for social distancing based on your industry ( <a href="#">The latest Social Distancing Guidelines available here</a> ). These could include but are not limited to the following:	Y	Green	2 m distancing should be maintained between staff, other adults, and between staff and pupils. Classrooms are arranged so that staff can maintain 2 m distancing (e.g. staff workstation 2m from nearest pupil desks). Teacher / staff workstations will be wiped down between each use by different individuals, hand washing facilities / hand sanitiser/wipes available.  A different arrangement is in place for a Targeted Support group of pupils with specific needs. For example, if 1-2-1 support needed.  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.).  The timings of staggered breaks and lunchtimes has been shared with staff on Monday 10 August. This will increase separation between pupil groupings in the BGE and Senior Phase. No whole school assemblies.  Staff will hold virtual meetings in place of physical meetings when meeting with each other. During any break or lunchtime periods, staff will take personal responsibility for maintaining 2m social distancing between each other.  Signage in place in the main staff room indicating the need to adhere to social distancing. Staff will need to bring their own food and drink.

				Pupils and staff, excluding those who are exempt, will wear a face covering in school corridors and communal areas as per the updated Scottish Government Guidance.
5a	Are you able to segregate staff's activities to promote 2 metres distance?	Y	<b>Amber</b>	<p>2 m distancing should be maintained between staff, other adults, and between staff and pupils. Admin staff / office and resource areas (e.g. photocopiers), and classrooms and admin /office areas are arranged so that staff can maintain 2 m distancing (e.g. staff workstation 2m from nearest pupil desks). Teacher / staff workstations will be wiped down between each use by different individuals. Hand washing facilities / hand sanitiser available.</p> <p>A different arrangement is in place for a Targeted Support group of pupils with specific needs. For example, if 1-2-1 support needed.</p> <p>Tasks will be issued and completed by email or other electronic means.</p> <p>Pupils will be in their timetabled class (s) for the duration of the school day to avoid large gatherings / groups and spaces / areas becoming crowded.</p> <p>There will be staggered breaks, lunches and exit times for pupils to increase separation between BGE and Senior Phase pupils. Pupils will go straight to their period 1 class. Tutor time has been removed.</p> <p>Virtual staff meetings will take place.</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>Signage in place in the main staff room indicating the need to adhere to social distancing. Staff will need to bring their own food and drink.</p> <p>Pupils and staff, excluding those who are exempt, will wear a face covering in school corridors and communal areas as per the updated Scottish Government Guidance.</p>
5b	Are you able to limit the amount of contact staff have with each other to 15 minutes or less	Y	<b>Green</b>	2 m distancing should be maintained between staff, other adults, and between staff and pupils. Admin staff / office and resource areas (e.g. photocopiers), and classrooms are arranged so that staff can maintain 2 m distancing (e.g. staff workstation 2m from nearest pupil desks). Teacher / staff workstations will be

				<p>wiped down between each use by different individuals hand washing facilities / hand sanitiser available.</p> <p>A different arrangement is in place for a Targeted Support group of pupils with specific needs. For example, if 1-2-1 support needed.</p> <p>See previous comments regarding the organisation of the school day – staggered breaks/lunches/exits.</p> <p>PPE provided for any members of staff who require to come into close contact (within 2 m of a pupil for (e.g. for additional support needs, first aid, etc.)).</p> <p>Signage in place in the main staff room indicating the need to adhere to social distancing. Staff will need to bring their own food and drink.</p> <p>Pupils and staff, excluding those who are exempt, will wear a face covering in school corridors and communal areas as per the updated Scottish Government Guidance. .</p>
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	<b>Green</b>	One way system in place. Signage in place. All pupils and staff will be briefed on this in advance of pupil return. Pupil and Staff Induction presentations contain information on the new one way system.
6.	Have staff been trained / notified before returning to work on any new procedures.	Y	<b>Green</b>	<p>Staff have been issued with a Risk Assessment and the procedures to follow for their own return to the school building. This was issued prior to staff being able to access the building in June. This covered:</p> <p>Handwashing</p> <p>PPE</p> <p>Social Distancing</p> <p>One way systems and/or keep left systems to ensure social distancing between staff, staff / pupils, etc. Keeping to the left when moving around corridors and stairs.</p> <p>All staff will be asked to read through the RA on Monday 10 August and submit feedback. All staff were briefed on key content during a staff meeting on Tuesday 11 August.</p> <p>Pupils and staff, excluding those who are exempt, will wear a face covering in school corridors and communal areas as per the updated Scottish Government Guidance. Information shared with all staff 27.08.20.</p>

7.	Have staff been instructed on how to hand wash effectively, for the suggested duration and maintain good hygiene practices.	Y	Green	As above Signage already in place round the school and in toilets and hand wash stations.
8.	Have staff been instructed on social distancing where practicable while at work.	Y	Green	<p>2 m distancing should be maintained between staff, other adults, and between staff and pupils. Admin staff / office and resource areas (e.g. photocopiers), and classrooms are arranged so that staff can maintain 2 m distancing (e.g. staff workstation 2m from nearest pupil desks). Teacher / staff workstations will be wiped down between each use by different individuals hand washing facilities / hand sanitiser available.</p> <p>A different arrangement is in place for a Targeted Support group of pupils with specific needs. For example, if 1-2-1 support needed.</p> <p>See previous comments regarding the organisation of the school day – staggered breaks/lunches/exits.</p> <p>PPE provided for any members of staff who require to come into close contact (within 2 m of a pupil for (e.g. for additional support needs, first aid, etc.).</p> <p>Signage in place in the main staff room indicating the need to adhere to social distancing. Staff will need to bring their own food and drink.</p> <p>Pupils and staff, excluding those who are exempt, will wear a face covering in school corridors and communal areas as per the updated Scottish Government Guidance.</p>
9.	Have staff been trained on what to do if they are experiencing COVID-19 symptoms.	Y	Green	Staff will be advised not to come to work if experiencing Covid-type symptoms. They should self-isolate and arrange a Covid test as soon as possible. Guidance will be reissued on Monday 10th August 2020. Staff briefed during 11 August staff induction on Test and Protect. A follow up email detailing this procedure will be issued. All staff have a copy of the RA and will be able to view any weekly updates.
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	Green	Staff have been advised to avoid public transport if possible. If using public transport, social distancing should be observed, along with the wearing of a face covering. Staff have been advised not to car share. Where at all possible, staff will continue to work from home. All meetings with external contacts (e.g. staff in other schools, parents) will be virtual.

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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	Car park of a sufficient size to allow for sensible parking. Reminder to Home School Liaison Officer (HSLO) if return to normal duties are implemented. Continued issue with the general public's use of AGS Car Park on School days. Signs in place stating that this is not allowed. Support from City Wardens for assistance has been requested. Reverse parking to ensure distancing. Parents have been advised re parking restrictions. Only parents collecting a child due to illness or supporting a child with a physical issue (e.g. injury) can use the car park.
2.	Are workers required to use either their own vehicle or company vehicle to travel to their task?	N/A	Green	
3.	Are workers avoiding public transport where applicable and using alternatives (e.g. cycling, walking to work etc).	Y	Green	Where possible, if using public transport, social distancing should be observed, along with the wearing of a face covering.
4.	Have you considered staff that are required to vehicle share for their role and whether this could continue?	N/A	Choose an item.	Not applicable. No-one is required to vehicle share to carry out their role. If staff require to car share for attending work, Scottish Government Guidance should be followed in relation to the use of face coverings.
5.	Has the entry and exits to the building/site been limited to the minimum number of points required.	Y	Green	The one way system which has been devised makes use of the limited number of entrances and exits to minimise traffic flow. Number of entrances minimal at AGS so all will need to be utilised to minimise high traffic areas and hot spots. Main car park will be the only entrance for private vehicles. Parent / pupil vehicles will not be allowed to enter the car park. (see question 1)
6.	Has access to the building/site been restricted to visitors and contractors etc.	Y	Green	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

				<p>mitigation is in place such as sites physically separated from rest of building and contractors use separate entrances etc.</p> <p>Other essential visitors only where the impact of non attendance would cause further harm (e.g. essential maintenance contractors, Educational Psychologist)</p> <p>Signage displayed at front door that entry is by prior arrangement only.</p>
7.	Is it practicable to confine visitors to strictly defined areas and avoid unnecessary movements around the building?	Y	<b>Green</b>	<p>Visitors cannot enter the building as there is a security system in place. Parents will be asked not to enter the building. If they need to speak to a member of school staff, they should telephone or email in the normal way. All official visitors to arrange appointments and sign in/out and leave contact details (Reception Staff/school administrator to take visitor details for Test and Protect and control virus transmission). Meetings with parents will be conducted online and managed by PTPS &amp; House Heads.</p> <p>Where it is imperative that a visitor attend the school, such as a parent / carer collecting an unwell child, the parent will not be admitted to the school foyer and can collect their child from the school front door.</p> <p>Signage will be displayed at school visitor entrances to explain that visitors are generally not permitted, and a telephone number will be provided for visitors to contact a member of office staff within the building should they wish to speak with someone or have an appointment to visit the school.</p> <p>If a visitor has an appointment to access the building, they will be asked first to confirm that they are not displaying COVID-19 symptoms. Those displaying symptoms will not be permitted access. Where possible, visitors permitted access will remain within the reception area of the school and speak with the relevant member(s) of staff via the School Office window</p> <p>Deliveries will be made at the front door, no requirement for entry into the school, Janitorial staff can transport deliveries to required area of school.</p> <p>Contractors will enter and exit the building by the point appropriate to the area they are working in – arranged on a case by case basis.</p> <p>All visitors will be expected to wear a face covering when entering and moving around the school.</p>

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.	Y	Green	Procurement of Hand Sanitiser and Cleaning materials via Central. Have identified the areas classrooms that require these. Each classroom has a supply of hand sanitiser in place.
9.	Is advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and were people congregate.	Y	Green	Signage in place.
10.	Are the signs displayed reviewed and replaced as necessary?	Y	Green	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. Routine walk through on a daily basis to check signage.

**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	Deep clean has taken place prior to pupil return.
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. Staff should wipe down their own equipment prior to and after use with an appropriate wipe. Similarly, pupils wipe down IT equipment with cleansing wipes before and after use. This includes desks, chairs, keyboard and mouse.
4.	Have persons undertaking the cleaning been instructed with clear safe usage instructions.	Y	Green	All Facility 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.	Y	Green	Blinds required to allow pupils to see the whiteboard and access presentations. Many of these are at height and not touched by pupils and staff.
6	Can blinds be kept opened and locked if they cannot be removed.	N/A	Choose an item.	No locking mechanism for blinds; due to direct sunlight affecting vision blinds and curtains may need to be closed so as not to impact on pupils. See previous question – this question is not applicable.
7	Can rugs and mats be removed where safe to do so to make cleaning and disinfection of floors easier.	N/A	Choose an item.	No Rugs in place at AGS
8	Have staff been provided with appropriate cleaning products so that they can frequently clean their work stations during the day.	Y	Green	Products to be ordered by individual schools. Facilities Management to assist in storing and replenishing appropriate cleaning materials. Initial supplies are in school. Arrangements in place for future ordering (weekly).

**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
	<b>Has your responsible person carried out checks on your building in the following areas:</b>			
1.	Fire Safety Systems / Emergency Lighting.	Y	Green	Corporate landlord will confirm to individual head teachers when all checks up to date.
2.	Ventilation / Humidity / Lighting & Heating.	Y	Green	Corporate landlord will confirm to individual head teachers when all checks up to date
3.	Gas Installations.	Y	Green	Corporate landlord will confirm to individual head teachers when all checks up to date.
4.	Legionella Controls.	Y	Green	Corporate landlord will confirm to individual head teachers when all checks up to date
5.	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.

6	Lift Statutory Inspections.	Y	Green	Corporate landlord will confirm to individual head teachers when all checks up to date
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Signed:

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Date:

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<p>Psychological wellbeing – Continued</p>		<p>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> <p>All ACC policies adhered to at all times.</p>						
<p>Virus transmission in the workplace – Continued</p>	<p>Staff, visitors, contractors , pupils</p>	<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><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <p>Test and Protect information: <a href="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/">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/</a></p> <p>Specific individual worker risk assessment (appendix A) has been undertaken for those who have a self-declared health condition which could increase their risk profile.</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>P</p>	<p>Major</p>	<p>Possible</p>	<p>High</p>	<p>June 2020</p>	<p>11 August staff induction Pupil Induction 12-14 August.</p>

<p>Virus transmission in the workplace – Continued</p>	<p>Staff, visitors, contractors , pupils</p>	<p>All employees requested to attend a school building should review this risk assessment, feedback any concerns and agree the content at school level. staff will read through the RA on Monday 10 August and provide feedback through a google document. A copy shared with the school QIM and school TU reps.</p> <p>Training arrangements have been developed including refresher sessions to ensure staff have been trained before returning to work with young people, on any new procedures. Senior staff will go over the RA at the staff meeting on Tuesday 11August.</p> <p>Work has been arranged so that staff are able to maintain the government guidelines for social distancing based on our industry (The latest Guidance on these measure can be found by clicking the following link <a href="#">Social Distancing Guidelines</a>).</p> <p>Staff activities are segregated to promote 2 meters distance. Staff face to face contact has been limited with each other to 15 minutes or less. A one-way flow system is implemented and visual aids, such as floor strips, signage are used for maintaining two meters distance.</p> <p>Employees are educated on preventative care.</p> <p>Hygiene guidance is given such as avoiding touching eyes, nose, mouth and unwashed hands, cover your cough or sneeze with a tissue, and throw it away in a bin and wash your hands.</p> <p>Posters are displayed that encourage staying home when sick, cough and sneeze etiquette.</p> <p>Alcohol hand gel has been placed at the entrance to the workplace and in other areas where they will be seen.</p> <p>Staff 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.</p> <p>Soap and water and alcohol-based hand rubs are provided in the workplace and adequate supplies are maintained.</p> <p>Staff bring their own provisions in for lunch.</p>						
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		<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>Teacher desks/workstations rearranged to maintain a minimum of 2 meters from pupils desks.</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>Pupils and staff, excluding those who are exempt, will wear a face covering in school corridors and communal areas as per the updated Scottish Government Guidance.</p>						
Someone entering the workplace with COVID-19	Staff, visitors, contractors , pupils	<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. External visitors will be actively discouraged.</p> <p>Parents will be encouraged to make contact by email / phone and not in person.</p> <p>Anybody visiting site will be informed that they are not to enter if they're experiencing COVID-19 symptoms and will be advised to self-isolate in line with government recommendations.</p> <p>Work with our supply chain to ensure that they're adopting good practices to prevent the spread of COVID-19 to discuss arrangements and control measures. Visitors especially contractors should be by appointment only. Contact details to be recorded when signing in. Discuss arrangements with Corporate Landlord.</p>	P	Extreme	Possible	Medium	June 2020 and ongoing	<p>Parents will receive a copy of the RA on 11 August. Posted on school website and school APP.</p> <p>All signage in place restricting access to the school building as</p>

		<p>Staff are made aware of COVID-19 symptoms via training sessions and visual aids such as posters in key locations.</p> <p>Staff and pupils will be informed to self-isolate for 14 days if they have a person living in the same household or if they've been in contact with someone displaying COVID-19 symptoms.</p> <p>All visitors to must wear a face covering when in and travelling around the school.</p>						of August. 7
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**Travel, Access & Egress**

Travelling to work	Staff, visitors, contractors	<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, staff or pupils should be encouraged to follow current government advice in respect of "face coverings".</p> <p>School transport will be available, but hand sanitising must take place before every journey. (Only for transporting pupils to Rubislaw for AGS).</p> <p>Parking restrictions (no parent or pupil vehicles) to maintain social distancing measures in place include agreed reverse parking to limit possible exiting of cars from same side. Parents/carers are encouraged to adopt a 'Park and Stride' approach, dropping off pupils at an appropriate distance from the school.</p> <p>On arrival at the site, pupils and staff will thoroughly wash their hands at entrances for at least for 20 seconds or use hand sanitiser gel immediately on entry to the workplace.</p> <p>Pupils are encouraged to avoid travelling to school on either public or school transport with walking being promoted where safe to do so.</p> <p>For those using bicycles, bike racks will have to limit contact and to maintain social distancing protocols. For children coming to</p>	P	Moderate	Possible	Medium	June 2020	Staff induction completed on 11 August.
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		Pupils and staff, excluding those who are exempt, will wear a face covering in school corridors and communal areas as per the updated Scottish Government Guidance.						
Orientation/ Training	Staff, pupils, visitors (agreed only in advance)	<p>Staff, pupils and parents will be provided with the School Return Plan which details issues such as the following by 14 August.</p> <p><u>Prior to August 11<sup>th</sup> (on in-service day 10<sup>th</sup> August)</u></p> <p>All staff will complete health and safety orientation:</p> <ul style="list-style-type: none"> <li>• Social distancing and one-way system plans</li> <li>• Handwashing training</li> <li>• PPE Training</li> <li>• Updated First Aid Training (for relevant staff)</li> <li>• Updated Fire Evacuation Procedures (The latest Guidance on these measures can be found by clicking the following link <a href="#">Social Distancing Guidelines</a>).</li> </ul> <p><u>On first day of school entry</u></p> <p>Pupils will complete an induction including health &amp; safety orientations, which will address:</p> <ul style="list-style-type: none"> <li>• Social distancing and one-way system plans <b>for staff/other adults.</b></li> <li>• Handwashing training</li> </ul> <p>All will take responsibility for challenging those not following guidance.</p>	P	Minor	Possible	Medium	14 August	12-14 August Pupil Induction
Personal Hygiene	Staff, pupils, visitors (agreed only in advance)	<p>Staff will follow good infection control guidance (<a href="#">Infection Prevention and Control in Childcare Settings (Day Care and Childminding Settings)</a>).</p> <p>Handwashing procedure posters are displayed in areas where handwashing takes place.</p> <p>All pupils and staff will wash hands before entering setting and build handwashing into daily routine</p>	P	Moderate	Possible	Medium	11 August Staff In service	12-14 August

		<p>Where hand washing facilities are limited, hand sanitiser will be provided. Classrooms and work areas which do not have a sink will have a supply of hand sanitiser.</p> <p>Employees or service users who suffer dry skin/dermatitis will carry their own hand cream.</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"> <li>● When entering the building</li> <li>● Before putting on a face covering</li> <li>● Before removing a face covering</li> <li>● After using the toilet</li> <li>● After blowing the nose</li> <li>● After sneezing or coughing</li> <li>● When changing classroom</li> <li>● Prior to entering school transport</li> <li>● Changing class rooms</li> <li>● Before and after eating and handling food</li> <li>● Before leaving the building</li> <li>● Getting into their car, school/public transport</li> <li>● When arriving home</li> </ul>						Pupil Induction
Maintaining 2m distancing	Staff, pupils, visitors (agreed	Social distancing between staff /adults and pupils while at work is maintained by continuing to limit social interactions by staggering start/finish times and lunchtime.	P	Major	Possible	High		7 August signage in place

	only in advance)	<p>An isolation area (conference room) where pupils can wait and a process for them to be moved to outside to meet parents to be taken home.</p> <p>Timetable organised to reduce movement of pupils around the school as much as possible.</p> <p>Social gathering amongst employees have been discouraged whilst at work. Staffroom altered and numbers limited to take account of social distancing and to provide a rest area for staff.</p> <p>Staff requested to keep in touch through remote technology such as phone, internet and social media.</p> <p>This would include attendance at school of psychologists, nurses, social workers, etc. being kept to an absolute minimum. The use of remote technology (digital/virtual meetings) methods, meetings in outdoor settings (where possible) to support children should be used initially.</p> <p>Staff have been separated into teams to reduce contact between employees. E.g. Non-teaching, by Faculty, ASN etc.</p> <p>Staff activities are segregated to promote 2 meters distance.</p> <p>No staff face to face contact, all contact to be a 2 metres distance.</p> <p>A one-way flow system of keeping left when moving around corridors and stairs is implemented and visual aids, such as floor strips, signage are used for maintaining two meters distance.</p> <p>Teacher workstations arranged to maintain a minimum of 2 meters from pupils and other staff. with staff facing in</p>						10-14 August staff and pupil induction.
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	<p>opposite directions where possible (e.g. Teachers workstation in class, school office).</p> <p>Thorough orientation and ongoing reminders all staff and adults to maintain 2m distancing where possible.</p> <p>Classrooms set up with desks facing the front where possible, so that young people do not face each other. 2m physical distancing is required between staff and pupils, with PPE mitigations required where this cannot be realised.</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 &amp; 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 &amp; 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> <p>The outdoor areas will be used regularly, where possible, to support social distancing and staff will plan for this.</p> <p>Social / activity gatherings amongst pupils have been restricted so that spaces / areas do not become crowded by keeping pupils in the same groups for the duration of the school, day. This includes incremental reintroduction</p>						
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		<p>of collective activities (that cross classes) such as assemblies, drama, choirs, PE (gym).</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 SMT 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 asked to work from home.</p> <p>The number of learners/staff within each area is limited as appropriate with regard to the 2m distancing rule.</p>						
Dining arrangements	Staff, pupils, visitors (agreed only in advance)	<p>Staff and pupils should bring their own snack etc for morning interval if required and packed lunch for the first week. This is week beginning 17 August. The provision of free school meal vouchers will continue until 14 August.</p> <p>For week commencing Monday 17th August, packed lunch service will be provided.</p> <p>For week commencing Monday 24th August, return to full service.</p> <p>S1-S3 have a staggered morning break and S4-6 share a morning break. Lunch breaks between BGE and Senior phase staggered to reduce number of pupils queuing / congestion in the dining hall and removing movement</p> <p>It is advisable for staff to remain on site throughout the day, including lunchtime, in order to limit their contact with others out with the school. These arrangements will be reviewed as restrictions are reviewed.</p> <p>Any uneaten food / waste wrappers etc will be taken home, to help reduce the risk of infection spread.</p>	P	Minor	Possible	Medium		

		Pupils and staff, excluding those who are exempt, will wear a face covering in school corridors and communal areas as per the updated Scottish Government Guidance.						
Use of Toilets	Staff, pupils, visitors (agreed only in advance)	<p>Pupils will be encouraged to use the toilet facilities during staggered break and lunchtimes.</p> <p>It is recognised that staff toilets can be limited in some school buildings. Staff toilets areas which are small should be limited to single user only, using a visual mechanism to show when the toilet area is occupied.</p> <p>There will be a strong emphasis on hand washing after visiting the toilet.</p> <p>Pupils and staff, excluding those who are exempt, will wear a face covering in school corridors and communal areas, including toilets, as per the updated Scottish Government Guidance.</p>	P	Minor	Possible	Medium		Staff and pupil induction 10 – 14 August
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.</p> <p>If someone develops any of the symptoms:</p> <ul style="list-style-type: none"> <li>• <b>a high temperature</b> – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>• <b>a new, continuous cough</b> – 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)</li> <li>• <b>loss or change to your sense of smell or taste</b> – this means you’ve noticed you cannot smell or taste anything, or things smell or taste different to normal</li> </ul> <p>Follow current NHS guidance  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a>  All school staff will be asked to familiarise themselves with the local <a href="#">Test, Trace, Isolate and Support Strategy</a>.</p>	P	Major	Possible	Medium		11 August Staff briefing

		<p>Follow procedures to remove from setting where someone becomes unwell.</p> <p><b>Employee</b></p> <ul style="list-style-type: none"> <li>• Immediately leave the building and go directly home . Arrangements will be made for class cover. If staff require collection from the school, they will wait in the identified isolated area (Office at end of CDT Corridor)</li> </ul> <p><b>Service User</b></p> <ul style="list-style-type: none"> <li>• Pupil will await collection in the identified isolation area. Isolation area within the building identified (Conference Suite)</li> <li>• Emergency contact list accessible and up to date</li> <li>• Request for immediate collection by parents/carers</li> <li>• On collection, immediately leave the building and go directly home</li> <li>• Facilities informed and deep clean carried out</li> </ul>						
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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
<b>Consider:</b> premises work, equipment, specific tasks etc.	<b>People at risk</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
<b>Cleaning and hygiene measures</b>								
Environmental Cleaning	Staff, visitors, contractors , pupils	A deep clean of the property / site before returning is performed if required.	P	Minor	Possible	Low	05/06/20	7 August

Cleaning Frequency	Staff, visitors, contractors , pupils	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.	P	Moderate	Possible	Medium	In place from 11th August and ongoing	In place from 7 August
Commonly touched surfaces	Staff, visitors, contractors , pupils	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.  Where practical, curtains and blinds are removed to minimise the areas where viruses can be difficult or time consuming to remove.  Appropriate cleaning products are used during daily preventative clean regime.  Staff avoid touching common pieces of equipment such as printers/scanners/faxes and use only dedicated work equipment on the workstations.  Any use of common work equipment is restricted and managed.	P	Moderate	Possible	Medium	In place from 11th August and ongoing	11 August
Use of cleaning products	Staff, visitors, contractors , pupils	Persons undertaking the cleaning been instructed with clear safe usage instructions.  The relevant Safety Data Sheet and COSHH assessment is provided for the substances in use  Correct PPE is provided for the use of cleaning materials	P	Moderate	Possible	Medium	In place from 11th August and ongoing	
Housekeeping	Staff, Contractor s, pupils	Appropriate cleaning products are provided, so that staff can frequently clean their work stations during the day.  Staff provided with waste bins lined with a plastic bag so that they can be emptied without contacting the contents.  Staff are instructed that the emptying of bins and wastepaper baskets should be followed by hand washing.	P	Moderate	Possible	Medium	In place from 11th August and ongoing	



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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/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial	
<b>Consider:</b> premises work, equipment, specific tasks etc.	<b>People at risk</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.							
<b>Fire Safety Systems / Emergency Lighting</b> - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed <a href="#">here</a>									
Fire, heat, burns, smoke inhalation	Staff, visitors, contractors, pupils	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 hoses available and operational (If installed).  The sprinkler system including head's 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 kept clear at all times  Fire doors provided and maintained in good working order.	P	Extreme	Possible	Medium	August 2020	10 August	

		<p>Building has suitable lightening conductors / protection.</p> <p>The fire risk assessment suitable &amp; sufficient / current.</p>						
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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
<b>Ventilation / Humidity / Lighting &amp; Heating</b> Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Temperature/ Humidity	Staff, visitors, contractors, pupils	<p>Workplace temperatures are not too hot or too cold (at least 17 degrees Celsius).</p> <p>Measures can be taken to control temperature extremes and/or humidity levels such as through computerised EHAV system.</p>	E	Minor	Possible	Low		10 August
Ventilation	Staff, visitors, contractors, pupils	<p>Natural ventilation is available in the workplace, e.g. windows or open doorways.</p> <p>If natural ventilation is insufficient, ventilators, fans or air conditioners provided to ensure a consistent flow of fresh air.</p> <p>Air exchange rate of the air handling system meet standard requirements for the occupants in the building.</p>	E	Minor	Possible	Low		10 August

		Ventilation systems have been adequately maintained and serviced.						
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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
<b>Consider:</b> premises work, equipment, specific tasks etc.	<b>People at risk</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
<b>Gas Installations</b> - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Gas Installations	Staff, visitors, contractors, pupils	Gas installations e.g. boilers been inspected, tested and maintained at required frequencies.  Adequate ventilation available next to gas installations.  Gas isolation control switches available and clearly identified.  Supplier's emergency contact number clearly displayed, unobscured and legible.  Gas cylinders being used safely (if used).	P	Extreme	Possible	High	August 2020	10 August

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
<b>Consider:</b> premises work, equipment, specific tasks etc.	<b>People at risk</b>	<b>Control By:</b> 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, visitors, contractors, pupils	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.  All other outlets to have been run for 5mins to eliminate standing water, prior to staff returning	P	Major	Possible	Medium	August 2020	10 August
Drinking water	Staff, visitors, contractors, pupils	Drinking water facilities are available to fill personal water bottles. Signage advising users not to touch the tap with their mouth, or the mouth of their water bottle should be displayed. Users should wash hands before and after using the water fountain. Regular cleaning with food-safe antibacterial sprays will help minimise risks. Separate drinking water facilities are available for staff.	P	Moderate	Possible	Medium	August 2020	10 August

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
<b>Consider:</b> premises work, equipment, specific tasks etc.	<b>People at risk</b>	<b>Control By:</b> 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								
Statutory Inspections	Staff, visitors, contractors, pupils	Responsible person has carried out checks on your building in the following areas:	P	Major	Possible	Medium	August 2020	

		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.						
Lift Statutory Inspections	Staff, visitors, contractors, pupils	The thorough examination, inspection, testing and maintenance records for the lifts in date.	P	Major	Possible	Medium	August 2020	
Plant and Equipment	Staff, visitors, contractors, pupils  Staff, 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.  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		
Signed: Name:	M Askew	Assessment Date: 04.08.2020 Updated 27.08.20	Further action required:		Action Review Date(s):11/08/20 Next Review Date: Daily Check			

## Action Plan

Point Ref	Details of Corrective Action Required	Timescale	Responsible Person	Closed Out
A2	Risk assessment for staff with self-declared health condition to be and agreed with Trade Unions	June 2020	CJ/ P&O	
A1	Risk assessment for staff with self-declared health condition to be undertaken with all relevant staff	June 2020	Line managers/ H&S	
A3	Tracking system to be developed and maintained for vulnerable staff	June 2020	CJ//P&O/line managers	
A5c	Guidance on school building arrangements for each building to be created and circulated as appropriate	June 2020	HTs /Corporate Landlord	
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	
B6/B7	Contractor and visitor to schools protocol and policy to be updated and shared with all schools	June 2020	Corporate Landlord	
B8	Co-ordinated procurement of PPE including hand sanitiser and cleaning materials	June 2020	FL/H&S	
C	Soft furnishings/blinds/mats etc to be removed where safe to do so	August 2020	HTs /Corporate Landlord	
C1	Each school building to be deep cleaned before staff and/or pupils return	June 2020	Facilities	
C2-4	Cleaning guidance issued to all schools	June 2020	Facilities	
C8	Provision of appropriate cleaning products and usage instruction to school staff	June 2020	Facilities	
D1-6	All required building related safety inspections undertaken and completed	August 2020	Corporate Landlord	
Additional Comments				
	Signed: _____ Date: _____			

