

## 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: Education</b>
<b>Site Address: Kingsford School, Kingsford Road, Aberdeen AB16 6PQ</b>
<b>Service manager: Chief Education Officer</b>
<b>Inspection Undertaken by: Head Teacher Audrey I Walker</b>
<b>Approved by: Caroline Duguid</b>

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

<b>A: Employees – Consider what impact returning to work would have on your employees and how to keep your employees safe.</b>				
<b>No</b>	<b>Issues</b>	<b>Y/N/NA</b>	<b>Rating R/A/G</b>	<b>Comments</b>
1.	Has a risk assessment been undertaken for those who have a self-declared health condition which could increase their risk profile.	Y	Green	Yes, involving 3 teaching staff and 1 support staff. Will review and update as restrictions change.
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 has been shared with TUs and in line with SG guidance
3.	Are you tracking people who have been identified as high risk/are shielding.	Y	Green	Employee absence has been and is being recorded within Core HR. The risk assessment has been 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	Green	This will be reviewed on an ongoing basis with individual members of staff affected and in response to the staff questionnaire. Staff who are not working directly with children or who have still to shield will continue to work from home.

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> ).	Y	Amber	<p>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 available.</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 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	Green	See 5. above.
5b	Are you able to limit the amount of contact staff have with each other to 15 minutes or less	Y	Green	See 5. above. Staggered break times and lunch times will also support this as will the layout of furniture in staff rest area eg staffroom
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.	N	Green	The layout of the building does not allow for a one-way flow system. However, the use of extra entry/exit doors, the identification of specific doors for specific year groups, keep left signage in corridors and staircases and 2metere distance markers will mitigate this.
6.	Have staff been trained / notified before returning to work on any new procedures.	Y	Green	Staff training updates held on Wednesday 1 <sup>st</sup> July for all staff on; Handwashing PPE Social Distancing Corridor, staircase and lining up systems Reminders on this training will also be included during in-service day in August
7.	Have staff been instructed on how to hand wash effectively, for the suggested duration and maintain good hygiene practices.	Y	Green	As above Appropriate signage is available at all hand wash stations
8.	Have staff been instructed on social distancing where practicable while at work.	Y	Green	See 5. above.
9.	Have staff been trained on what to do if they are experiencing COVID-19 symptoms.	Y	Green	Staff have been reissued with this Risk assessment. An isolation room has been identified and all staff are aware of where this is in school.

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 I school will only travel to get to and from there place of work. Team Meets will still be used where possible to maintain contact with colleagues out with the school day.
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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	Green	Staff using the staff car park will all reverse park and maintain social distancing measures.
2.	Are workers required to use either their own vehicle or company vehicle to travel to their task?	N	Green	Our protocol for staff to reverse park will continue to limit exiting cars at the same time.
3.	Are workers avoiding public transport where applicable and using alternatives (e.g. cycling, walking to work etc).	Y	Green	Wherever possible this is being encouraged. 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?	Y	Green	None of our staff are required to vehicle share for their role currently. If staff choose to car share for getting to and from the workplace then 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	We will use all available entry/exit points to the school and have identified specific doors to be used by certain stage groups at staggered arrival and finishing times. Details are set out in our School Contingency Plan.
6.	Has access to the building/site been restricted to visitors and contractors etc.	Y	Green	Essential personnel will be permitted entry to the school building by prior arrangement only – and all protocols to be observed. Emergency contractors will be permitted entry as above and when learners are not in attendance where possible. For the ongoing planned construction works related to our Nursery build the Corporate Landlord and Capital will work with contractors to ensure appropriate mitigation is in place. The site being developed is physically separate from the rest of our building and the contractors use separate entrances, welfare areas etc. Other essential visitors will be permitted entry only where the impact of non-attendance would cause further harm (e.g. essential maintenance contractors, Educational Psychologist, ESW) The gates to our playground will be kept shut during the school day.

7.	Is it practicable to confine visitors to strictly defined areas and avoid unnecessary movements around the building?	Y	Green	<p>Visitors to our school will be asked to stay in the reception foyer until a member of SLT comes to meet them and where appropriate escort them to an area of the school building.</p> <p>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 visitors to arrange appointments and sign in/out and leave contact details (reception staff/school administrator to take visitor details for Test and Protect purposes and to reduce risk of virus transmission). Where it is essential 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. 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. 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>
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 school building including access and egress areas.	N	Green	The procurement of Hand Sanitiser and cleaning materials to support this has arrived and is in place
9.	Is advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and where people congregate.	Y	Green	Hand washing signage has been displayed beside all sinks, in toilet areas and at entry/exit points. National guidance is to be followed and detailed arrangements are set out in our School Contingency Plan. Staff will also remind children daily.
10.	Are the signs displayed reviewed and replaced as necessary?	Y	Green	A weekly check of signage will be carried out by an identified PSA and signage replaced where necessary.

**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	Kingsford School has lain empty since 23 <sup>rd</sup> March. Initial cleaning was carried out to ensure our building was fit for staff to return and a full deep clean will be undertaken prior our return on 10 <sup>th</sup> 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 the janitor is doing this on a daily basis and staff are doing so with regard to equipment within class areas. Items which cannot be effectively disinfected between uses have been 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.	Y	Green	The member of staff working in a particular area (eg a classroom) will manage the blinds in that area so that only one person is touching them.
6	Can blinds be kept opened and locked if they cannot be removed.	N	Green	As above
7	Can rugs and mats be removed where safe to do so to make cleaning and disinfection of floors easier.	Y	Green	All rugs and mats have been removed from class areas and stored.
8	Have staff been provided with appropriate cleaning products so that they can frequently clean their own work stations during the day.	N	Green	In place

**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	Our Corporate Landlord has confirmed that all checks are up to date and that it is safe for staff to be in school between the hours of 8.30am and 4pm for specific recovery planning purposes.
2.	Ventilation / Humidity / Lighting & Heating.	Y	Green	Our Corporate Landlord has confirmed that all checks are up to date and that it is safe for staff to be in school between the hours of 8.30am and 4pm for specific recovery planning purposes.
3.	Gas Installations.	Y	Green	Our Corporate Landlord has confirmed that all checks are up to date and that it is safe for staff to be in school between the hours of 8.30am and 4pm for specific recovery planning purposes.
4.	Legionella Controls.	Y	Green	Our Corporate Landlord has confirmed that all checks are up to date and that it is safe for staff to be in school between the hours of 8.30am and 4pm for specific recovery planning purposes.
5.	Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance.	Y	Green	Our Corporate Landlord has confirmed that all checks are up to date and that it is safe for staff to be in school between the hours of 8.30am and 4pm for specific recovery planning purposes.
6	Lift Statutory Inspections.	N/A	Green	Not applicable in Kingsford School

Signed: Audrey I Walker Date: 11/8/2020

## 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
<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>Safety of all –</b>								
Psychological well being	Staff	Regular communication is in place (individual and group) to ensure staff are not ill-informed about returning to work safely. There is a daily check in with the Head Teacher by all staff, emails are sent with important information and regular staff meetings involving the whole staff team or groups of staff as appropriate are held via teams  New workplace/controls put in place to reduce risk of exposure to	E	Major	Possible	Medium	June 2020	AW 26/6/20

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>COVID 19 are documented in procedures and policies and disseminated to employees through HT/DHT and HR.</p> <p>HT and DHTs are aware of how big changes to working arrangements may cause additional work-related stress and affect staff's mental health and wellbeing.</p> <p>HT ad DHTs hold regular informal discussions with their team and look at ways to reduce causes of stress including access to ACC Wellbeing support and signposts.</p> <p>Concerns on workload issues or support needs are escalated to our DHTs and HT.</p> <p>HTs and DHTs 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 the HT and DHTs to discuss their support needs. If significant adjustments to an employee's working practices are made then a review of our stress risk assessment will be undertaken.</p> <p>Staff are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc) through line managers.</p> <p>Staff are made aware of the impact of COVID 19 on their job/change of working environment.</p>						

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<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.						
Psychological wellbeing	Pupils	<p>Contact with individual parents/carers at initial return to ensure relevant, appropriate information is passed on and shared with staff in a timely manner through SEEMIS</p> <p>First aiders are on site at all times following appropriate ratios.</p> <p>The HT as named Child Protection Officer is available within school and if not the DHTs take on this role.</p> <p>All ACC policies adhered to at all times.</p> <p>Staff working with children to continue to be calm, nurturing and caring, seeking confirmation from line manager if unsure of anything.</p>	P	Major	Possible	Medium	August 2020	AW 26/6/20
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.  <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><b>Test and Protect see link below</b>  <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 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>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</p>	P	Extreme	Possible	High	June 2020	Aw 26/6/20



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>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 will review this exemplar risk assessment, feedback any concerns and agree the content at school level. The risk assessment will then be circulated to all staff and a copy shared with the school QIM and school TU reps.</p> <p>No member of staff / pupil who is shielding will be allowed access to our school building. They will continue to work/learn from home in keeping with Local Authority and Scottish Government guidance.</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 our lines of communications (i.e. line managers, HR) and shared with staff.</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.</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 and will be encouraged to</p>	P	Extreme	Possible	High	June 2020	AW 26/6/20

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<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.						
		<p>make contact by email / phone and not in person.</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".</p> <p>Parking restrictions to maintain social distancing measures are in place and the protocol of reverse parking will continue to limit the possible exiting from cars from the same side. The car park will continue to be for staff use only unless the visitor is disabled or collecting a child in an emergency.</p> <p>On arrival at the site, employees/service users will immediately thoroughly clean their hands at the sanitising station with hand sanitiser gel at the main door front entrance for at least for 20 seconds.</p> <p>Children are encouraged to avoid travelling to school on public transport with walking being promoted where safe to do so. None of our pupils are involved in school transport. Our parents have been encouraged to park at a distance from the</p>	P	Moderate	Possible	Medium	June 2020	AW 26/6/20

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			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.						
		<p>school to minimise traffic activity on the roads around the school and at the school gates. A Park and Stride site has been suggested using the car park at the nearby Sheddocksley Sports Centre.</p> <p>School transport will be available, but hand sanitising must take place before every journey.</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. Our 4 main entrance gates have been signposted and each primary stage has been allocated an entry/exit gate and entry/exit building door. A staff member will be on duty at each gate during the induction period and at each door to support physical distancing at these points.</p> <p>Access and exit from a building involving signing in/out at the reception will be digitally managed, any touch screens should be avoided.</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 will be confined to strictly defined areas and unnecessary movements around the building avoided.</p> <p>Hand sanitiser is available in every work area and through the</p>	P	Major	Possible	Medium	June 2020	AW 26/6/20

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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>building including access and egress areas where there are no sink facilities.</p> <p>Advisory hand washing signage is displayed throughout the building, especially at entrances and exits, where people congregate, and in the toilet areas and beside sinks.</p> <p>Signs displayed will be reviewed and replaced as necessary.</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 e.g. related to PPE and fire evacuation.</p> <p>Parents/carers and staff will receive a copy of the 'Returning to School Guide'.</p> <p><u>Prior to August 11<sup>th</sup> on Wednesday 1<sup>st</sup> July</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 measure 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> on the induction days all pupils in their designated groups will complete health &amp; safety orientations including:</p> <ul style="list-style-type: none"> <li>• Social distancing and one-way system plans</li> </ul>	P	Major	Possible	Medium	June 2020	AW 26/6/20
							August 2020	

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<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.						
		<ul style="list-style-type: none"> <li>Handwashing training</li> </ul> <p>All staff and pupils 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 (<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 staff, pupils and service users will wash hands at the sanitising stations located at entry/exit points before entering the school or with warm water and soap at the sink within each class area at the start and end of the school day. Regular handwashing will be built into the pupils' daily routine</p> <p>Where hand washing facilities are limited, hand sanitiser will be provided. This will be at entry/exit points to the school building and also in the IT suite, library area, GP room and main hall.</p> <p>Employees or pupils 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 and pupils will be encouraged to tie back long hair where appropriate and change clothes daily</p>	P	Extreme	Likely	High	August 2020	26/6/20

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<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.						
		<p>Handwashing will take place:</p> <ul style="list-style-type: none"> <li>• When entering the building (and returning after lunchtime)</li> <li>• After using the toilet</li> <li>• Before and after eating or handling food</li> <li>• Before leaving the building/getting into their car,</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>• When arriving home</li> </ul>						
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>Identify an isolation area where pupils can wait and a process for them to be moved to outside to meet parents to be taken home</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. 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. This would include attendance at school of psychologists, nurses, social</p>	P	Major	Possible	Medium	June/ August 2020	AW 26/6/20

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		<p>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.</p> <p>Staff activities are segregated to promote 2 metres distance.</p> <p>Staff face to face contact has been limited with each other to 15 minutes or less.</p> <p>A one-way flow system cannot be implemented due to the layout of our building but visual aids, such as floor strips, signage are used for maintaining two metres distance.</p> <p>Desks are arranged to maintain a minimum of 2 metres 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 &amp; muster point have been updated and shared with employees / pupils prior to entry for staff and on our induction days for pupils.</p> <p>Minimise contact with surfaces, e.g. tables, furniture and where</p>						

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>there is reason for multiple use, items will 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. Every pupil will have their own tray of resources eg pencils, crayons, ruler, sharpener etc</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 limiting the size of pupil groups for the duration of the school day. Large group activities such as assemblies, drama, etc. will not take place.</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>Consideration will be given to whether a pupil should be removed from the setting if they refuse to comply with our ACC risk assessment.</p> <p>The number of learners/staff within each area will be limited to the capacity figures agreed for each class area. This will be managed promoted staff.</p>						
Dining	Staff, pupils,	All employees and service users will be asked to bring a packed lunch and the provision of free school meal vouchers will continue.	P	Moderate	Possible	Medium	June 2020	AW 26/6/20



HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
<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>EXISTING/ PROPOSED</b> 'E' or 'P'	<b>Possible Outcome</b>	<b>Likelihood</b>	<b>Risk rating:</b> High Medium Low	<b>Proposed Timescale</b>	<b>Action Completed</b> Date/Initial
arrangements	visitors (agreed only in advance)	<p>For week commencing Monday 17<sup>th</sup> 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>For week commencing Monday 24<sup>th</sup> August, return to full service. Again further discussions will be required on a site by site basis to determine exactly how service will be provided.</p> <p>Morning breaks and lunch breaks should be staggered to reduce number of pupils queuing / congestion in the dining hall.</p> <p>Any uneaten food / waste wrappers etc will be taken home, to help reduce the risk of infection spread</p> <p>Children will eat lunch in their classrooms to reduce the numbers of interaction with agreed timings which will enable smaller groups to access areas such as the playground at one time and smaller numbers of staff accessing staffrooms.</p> <p>Lunchtime supervision will be provided by our PSAs both within the class areas and outside in the playground.</p> <p>All pupils <b>must remain on site</b> for lunch in order to limit their contact with others out with the school -These arrangements will be reviewed as restrictions are reviewed</p> <p>Early Years dining will be within the setting area to ensure that</p>						

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
		children can remain within the space and rolling snack offered to limit numbers in the kitchen / dining areas						
Use of Toilets	Staff, pupils, visitors (agreed only in advance)	Break times will be staggered  There will be a strong emphasis on hand washing after visiting the toilet, and hand washing may require to be supervised for younger children Staff toilets – a visual mechanism using the 'lights' will show when the area is occupied.	P	Major	Possible	Major	June 2020	AW26/6/20
Employees / Pupils become unwell	Staff, pupils, visitors (agreed only in advance)	In line with procedures and guidance, only employees and pupils in good health will be allowed to be in the setting. If someone develops any of the symptoms: <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>When someone becomes unwell follow the following procedures to remove them from the school setting;  <b>Employee</b></p> <ul style="list-style-type: none"> <li>• Immediately leave the building and go directly home Any necessary cover will be organised by promoted staff</li> </ul>	P	Major	Possible	Medium	June 2020	AW26/6/20

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><b>Pupil</b></p> <ul style="list-style-type: none"> <li>An Isolation area within the building has been identified in case of any individuals who present as unwell during the session – in our school this will be Mr Bain's office.</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 by HT and deep clean carried out</li> </ul>						
<b>Cleaning and hygiene measures</b>								
Environmental Cleaning	Staff, pupils, visitors (agreed only in advance)	<p>A deep clean of the property / site before returning is performed if required.</p> <p>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>	P	Minor	Possible	Low	05/06/20	AW11/6/20
Cleaning Frequency	Staff, pupils, visitors (agreed only in advance)	<p>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> <p>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-decontamination-in-non-healthcare-settings).</p>	P	Moderate	Possible	Medium	In place from 11th August and ongoing	AW26/6/20
Commonly touched surfaces	Staff, pupils, visitors (agreed only in advance)	<p>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</p>	P	Moderate	Possible	Medium	In place from 11th August and ongoing	AW26/6/20

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, with additional cleaning during the day.</p> <p>Sanitising wipes will be available in each setting to ensure cleaning and disinfection of frequently touched objects and surfaces (e.g. telephones, keyboards, door handles, desks, tables). This should be undertaken by staff on duty or pupils if appropriate.</p> <p>Where practical, soft furnishings have been removed to minimise the areas where viruses can be difficult or time consuming to remove.</p> <p>Blinds will be kept opened as they cannot be removed.</p> <p>Rugs and mats have been removed 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 and use only dedicated work equipment on the workstations. If staff do have to use common equipment like printers, they should to disinfect it with anti bacterial wipe after each use. Social distancing to be adhered to when using common equipment in resource rooms.”</p> <p>Any use of common work equipment is restricted and managed.</p>						
Use of cleaning products	Staff, pupils,	Persons undertaking the cleaning have been instructed with clear safe usage instructions.	P	Moderate	Possible	Medium	In place from 11th	AW26/6/20

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.						
	visitors (agreed only in advance)	The relevant Safety Data Sheet and COSHH assessment is provided for the substances in use. (Early Years / Facilities staff)  Correct PPE is provided for the use of cleaning materials					August and ongoing	
Housekeeping	Staff	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 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 11th August and ongoing	AW26/6/20
Close contact / Spillages – bodily fluids, blood, vomit	Staff, pupils, visitors (agreed only in advance)	Employees will follow <a href="#">Education PPE Guidance</a> 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"> <li>➤ supporting the medical and additional support requirements of children with complex needs</li> <li>➤ where there are invasive interventions required</li> <li>➤ where children have difficulty maintaining social distancing for 10 minutes or more</li> </ul> A member of staff has been identified as our Health & Wellbeing Coordinator and 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	Moderate	Possible	High	June 2020	AW26/6/20

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.						
		<a href="#">PPE Order</a>  Central Order of <ul style="list-style-type: none"> <li>• Gloves</li> <li>• Aprons</li> <li>• Face Masks</li> <li>• Hand Sanitiser</li> </ul> Local order of <ul style="list-style-type: none"> <li>• Tissues</li> </ul>						

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>								

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.						
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 hoses available and operational (If installed).  Dry / wet risers inspected and maintained (if installed).  Fire blankets available in required location.  Fire alarm and detection system for the building tested, inspected and maintained. Means of escape clear.  Fire doors provided and maintained in good working order.  Building has suitable lightening conductors / protection.  The fire risk assessment suitable & sufficient / current.	E	Extreme	Possible	Medium	June 2020	AW26/6/20
<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, 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	AW26/6/20
Ventilation	Staff, pupils,	Natural ventilation is available in the workplace, e.g. windows or open doorways.	E	Minor	Possible	Low	June 2020	AW26/6/20

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.						
	visitors (agreed only in advance)	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.						
<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, pupils, visitors (agreed only in advance)	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, un- obscured and legible.	E	Extreme	Possible	High	June 2020	AW26/6/20
<b>Legionella/Water Systems/Hygiene</b> - 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, 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	June 2020	AW26/6/20



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.						
Drinking water	Staff, pupils, visitors (agreed only in advance)	Separate drinking water facilities should be made available for staff and pupils to fill their own water bottles. Facilities to be wiped down after each use.	P	Moderate	Possible	Medium	June 2020	AW26/6/20

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, 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	June 2020	AW26/6/20
Lift Statutory Inspections	Staff, visitors, pupils	The thorough examination, inspection, testing and maintenance records for the lifts in date.  Not applicable in our setting	Choose an item.					

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.						
Plant and Equipment	Staff, visitors, pupils	<p>There is a planned preventative maintenance schedule and inventory available for key items of plant and equipment and are up-to-date</p> <p>All fixed guards on machinery in place, secure and well maintained.</p> <p>The safety devices and controls e.g. emergency stops, light guards etc been checked to ensure safe operation.</p> <p>Defective equipment been taken out of service awaiting repair. Enough space is available for personnel to undertake their tasks safely and comfortably.</p> <p>Personnel have the appropriate competences and/or trained to use machines/work equipment.</p>	E	Major	Possible	Medium	June 2020	AW26/6/20
Signed:  Name:	<i>Audrey I Walker</i>  AUDREY I WALKER	Assessment Date:  26 <sup>th</sup> June 2020	Further action required: N		Action Review Date(s): 10 <sup>th</sup> August 2020  Next Review Date:10 <sup>th</sup> August 2020			

## 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 – 3 teaching staff and 1 support staff	June 2020	Line managers/H&S	<b>26/6/2020</b>
A3	Tracking system to be developed and maintained for vulnerable staff, Core staffing codes used daily and monitored by School Administrator in conjunction with HT.	June 2020	CJ//P&O/line managers	<b>26/6/2020</b>
A5c	Guidance on school building arrangements for each building to be created and circulated as appropriate. All staff issued with School Return Booklet. Will be updated as restrictions changed or eased. External visitors will be actively discouraged. Parents will not be allowed entry to the school building and will be encouraged to make contact by email /phone and not in person. Signage updated at main entrance and also communicated in School Return booklet.	June 2020	HTs /Corporate Landlord	<b>1/7/2020</b>
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	<b>1/7/2020</b>
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	<b>1/7/20</b>
C	Soft furnishings/blinds/mats etc to be removed where safe to do so	August 2020	HTs /Corporate Landlord	<b>26/6/20</b>
C1	Each school building to be deep cleaned before staff and/or pupils return	June 2020	Facilities	<b>18/6/20</b>
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	<b>18/6/20</b>
Additional Comments	This plan will be reviewed and updated as restrictions/circumstances change.			

Signed: Audrey I Walker

Date: 26/6/2020

## Appendix B – Risk Assessment Scoring and Rating Table

### Appendix 2 - Risk scoring and rating table

#### Severity (S)

This is the degree of harm that may be caused

1.	NIL	No risk of injury or harm.
2.	LOW	Causing a minor injury which would allow the person to continue work after first aid treatment on site or at a local surgery.
3.	MEDIUM	Causing injury or harm capable of keeping a person off work for more than three days or more and reportable under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 RIDDOR.
4.	MAJOR	Causing a major injury reportable under RIDDOR.
5.	HIGH	Causing a death to one or more people.

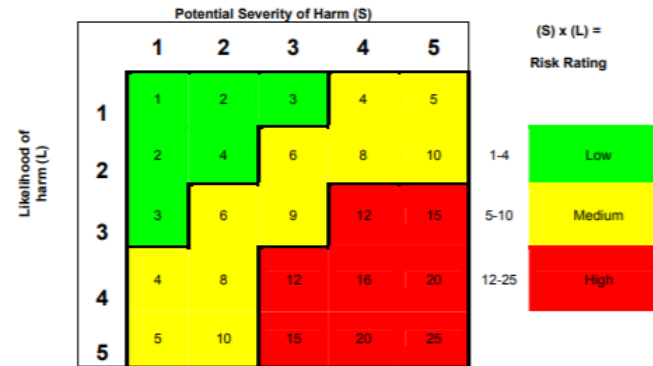
#### Likelihood (L)

This is the likelihood that an event will occur

1.	HIGHLY UNLIKELY	Only under a very rare combination of circumstances /conditions could there be any likelihood of an accident or illness.
2.	UNLIKELY	Possible occurrence if other factors were present the incident might occur but the probability of this is low.
3.	LIKELY	The accident may happen.
4.	HIGHLY LIKELY	If the prevailing circumstances continue it is probable an accident will occur.
5.	NEAR CERTAIN	If the work continues as it is, there is almost a 100% certainty an accident will happen.

SEVERITY (S) x LIKELIHOOD (L) = RISK RATING (RR)

The risk rating based on existing situation including control measures present at the time of assessment can be evaluated as follows:



<b>1 - 4</b> <b>Low</b>	Review on change of process or if circumstances change. Any small and/or easy methods to improve should be made to ensure continuous improvement of risk management.
<b>5 - 10</b> <b>Moderate</b>	Examine areas of exposure in the activity; decide timescales for completion of all agreed actions and record on action plan. Provide additional monitoring of agreed controls until they are fully implemented. Closely monitor effectiveness of new controls put in place
<b>12 - 25</b> <b>Unacceptable</b> <b>STOP!</b>	Until effective interim controls are agreed and implemented, and an action plan to permanently reduce the risk to an acceptable level has been agreed do not recommence