

Introduction

This is a toolkit to support all Services keep people safe from the risk of COVID-19 whilst working. It is a requirement that Chief Officers will complete all sections where either:

- ✓ a service has been stopped and it is proposed to re-instate; OR
- ✓ there is an anticipated change to the way services are to be delivered during current restrictions

If you have previously completed risk assessments for these services, refer to them when completing this document.

The toolkit is set out as follows

1. Inspection Checklist
2. Risk Assessment
3. Action Plan
4. Comms

Where do you start?

This toolkit is structured to provide a logical thought process to follow where your area of business is changing:

Step 1 – Complete ACC COVID-19 Inspection Checklist

The inspection checklist will ask you to consider:

- Employees, social distancing and the impact of returning to work
- Travel, Access & Egress
- Cleaning and Hygiene Practices
- Building Safety

The completed inspection checklist will allow you to identify gaps where additional measures may be required.

Step 2 – Use the findings from your completed inspection form to complete the ACC COVID-19 Risk Assessment

The risk assessment is setup with the same four topics as the inspection form but delves into more detail on how you intend to mitigate the risk of each identified hazard. The information contained within this document is generic and you should tailor the document to be relevant to your service area and take into consideration any specific advice given. We've created a resource list that will allow you to quickly find the information you need from the relevant source.

Step 3 – Action Plan

Completing the inspection checklist and risk assessment will provide you with a list of different measures that you now need to implement. Now is the time to evaluate the practicality of implementing each measure and to determine how you will take the necessary steps to ensure they're in place.

Step 4 – Communication

Communication is key and there's a lot of change that your staff need to digest and consider before any change to service provision is implemented. Continuous communication throughout this process will demonstrate that you are putting staff safety at the heart of this process. You must communicate the risks and controls within your risk assessment directly to your staff and ensure that they understand exactly what is required from them and you.

Step 5 – Review

The information around COVID-19 changes on a frequent basis. The Corporate Health and Safety Team reviews H&S guidance daily and updates the [Stay Safe Whilst Working](#) pages on the Zone. You will need to monitor this plus consider the latest advice and guidance which could impact your business area. The [Scottish Government](#) pages will provide you with the latest links as well as [Health Protection Scotland](#) and [NHS](#).

Below are some useful UK Government links that can be monitored for the latest information.

[Guidance on Social Distancing in the Workplace](#)

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

[Guidance on Shielding and Protecting Extremely Vulnerable Persons](#)

[Guidance on Protective Measures in Education and Childcare Settings](#)

COVID-19 Health & Safety Inspection Checklist **version 3 January 2021**

The current COVID-19 'coronavirus' outbreak poses a serious risk to individuals and businesses. This inspection checklist assists in identifying the control measures to consider reducing the risk of workplace infections and as part of a proactive monitoring regime and checking that preventative and protective control measures are implemented in line with current health and safety general duties.

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

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

A: Employees – Consider what impact returning to work would have on your employees and how to keep your employees safe.				
No	Issues	Y/N/ NA	Rating R/A/G	Comments
1.	Has a risk assessment been undertaken for those who have a self-declared health condition which could increase their risk profile.	Y	Green	Yes, involving 3 teaching staff, 1 support staff and 1 ELC 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 and also in light of updated guidance on shielding. Staff members and parents/carers of children on shielding list will gain clinical advice and share with HT
5.	Can all staff maintain the Scottish Government guidelines for social distancing based on your industry (The latest Social Distancing Guidelines available here).	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 2 metre 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 st July and in-service day in August for all staff on; Handwashing PPE Social Distancing Corridor, staircase and lining up systems Reminder on this training will also be included on return in January 2021
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	Asymptomatic testing arrangements are in place			<p>The Covid Coordinator and Registration Assistant will oversee distribution and logging of lateral flow testing kits.</p> <ul style="list-style-type: none"> • Covid Coordinator: Gary Bain • Registration Assistant: Julie Davis • All staff working on site will be offered the opportunity to participate in Covid Lateral Flow Testing programme. • Staff must give informed consent (via Google Form) issued before test kits are provided. • The Covid Coordinator and/or Registration Assistant will log test kits received and issued to staff. • Bulk supplies Lateral Flow Test kits will be stored in the PPE cupboard opposite HT office. These will not be accessible to other staff/pupils etc. • Staff will observe good hygiene when handling test kits. Appropriate PPE (IIR masks and gloves) will be worn. • Lateral Flow Test kits will be distributed from the area directly outside the PPE cupboard on the allocated day for staff to collect. • Staff will collect kits on identified day and will maintain 2m distance from other members of staff. • Staff distributing kits observe good hygiene when handling test kits. Appropriate PPE (IIR masks and gloves) will be worn. • Staff collecting their kit must wear IIR masks. • Staff will be provided with information on how to carry out the tests as provided by NHS Test & Protect. These tests should be carried out at home on Wednesdays and Sundays. • It will be reinforced to staff that this is asymptomatic testing only. Staff with symptoms must book a Covid test if these occur. • It will be reinforced to staff that measures put in place to reduce transmission must still be adhered to even with negative results on Lateral Flow testing. • Staff will be made aware that they must log results. If a positive result is shown they must log, inform a member of SLT and book a Covid test. The SLT will then make contact with QIM and advise member of staff to isolate until PCR test result is received.

11	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 will only travel to get to and from their place of work. Team Meets will still be used where possible to maintain contact with colleagues out with the school day. Staff will only work in one school during level 4.
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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	Visitors to our school will be asked to stay at the walkway gate until a member of SLT comes to meet them and where appropriate escort them to an area of the school building. 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 but will be asked to stay at the relevant gate and a PSA will accompany the child to the gate to meet their parent. 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.
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. An identified PSA checks availability on a daily basis.
9.	Is advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and were 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 had lain empty since 23 rd March. Initial cleaning was carried out to ensure our building was fit for staff to return and a full deep clean was undertaken prior our return on 10 th August. Cleaning has continued in line with LA guidance. All staff are reminded to report any concerns to the HT.
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 and restocked daily by identified PSA.

D: Building Safety – Responsible Person Checks – Consider how you ensure your building remains safe for all employees and visitors.

Guidance on a suitable inspection can be [found here](#).

No	Issues	Y/N/NA	Rating R/A/G	Comments
	Has your responsible person carried out checks on your building in the following areas:			
1.	Fire Safety Systems / Emergency Lighting.	Y	Green	Our Corporate Landlord has confirmed that all checks are up to date and that it is safe for staff to be in school during working hours.
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 during working hours.
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 during working hours.
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 during working hours.
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 during working hours.
6S	Lift Statutory Inspections.	N/A	Green	Not applicable in Kingsford School

Signed: Audrey I Walker Date: 05/01/2021

COVID-19 Health & Safety Risk Assessment

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Safety of all –								
Psychological well being	Staff	<p>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</p> <p>New workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in procedures and policies and disseminated to employees through 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>	E	Major	Possible	Medium	January 2021	AW 4/1/21

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>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>						
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>	E	Major	Possible	Medium 4/1/21	January 2021	AW 4/1/21
Virus transmission in the workplace	Staff, pupils, visitors (agreed only in advance)	<p>Any employee/service user showing symptoms of Covid-19 or sharing a house with someone with Covid-19 should remain at home as per the government's guidance.</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p>	E	Extreme	Possible	High	January 2021	AW 4/1/21

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>Test and Protect see link below https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect-information-leaflet-2/pages/coronavirus-covid-19-test-and-protect---step-by-step-guide/</p> <p>Specific individual employee risk assessment (appendix A) has been undertaken for those who have a self-declared health condition which could increase their risk profile.</p> <p>The inspection checklist above has been undertaken to identify the control measures to consider reducing the risk of workplace infections and as part of a proactive monitoring regime and checking that preventative and protective control measures are implemented in line with current health and safety general duties.</p> <p>All employees requested to attend a school building 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>Any member of staff/pupil who has received notification related to shielding will discuss the situation with the HT as per LA 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> <p>Staff will only attend one school during level 4.</p> <p>PE activities can only take place outdoors during level 4.</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
		There will be no activities or clubs organised outwith the usual school timetable during level 4.						
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 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>	E	Extreme	Possible	High	January 2021	AW 4/1/21
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</p>	E	Moderate	Possible	Medium	January 2021	AW 4/1/21

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>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 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)	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.	E	Major	Possible	Medium	January 2021	AW 4/1/21

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>Access and exit from a building involving signing in/out at the reception will be digitally managed where possible, 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 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 received a copy of the 'Returning to School Guide'.</p> <p><u>Prior to August 11th</u> on Wednesday 1st July All staff completed health and safety orientation:</p> <ul style="list-style-type: none"> • Social distancing and one-way system plans • Handwashing training • PPE Training • Updated First Aid Training (for relevant staff) 	E	Major	Possible	Medium	January 2021	AW 4/1/21

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<ul style="list-style-type: none"> Updated Fire Evacuation Procedures (The latest Guidance on these measure can be found by clicking the following link Social Distancing Guidelines). <p>This was refreshed on return in January 2021.</p> <p><u>On first day of school entry in January 2021</u> all pupils in their classes will complete health & safety orientations including:</p> <ul style="list-style-type: none"> Social distancing and one-way system plans Handwashing training <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 (Infection Prevention and Control in Childcare Settings (Day Care and Childminding Settings)).</p> <p>Handwashing procedure posters are displayed in areas where handwashing takes place.</p> <p>All staff, 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>	E	Extreme	Likely	High	January 2021	AW 4/1/21

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>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>Handwashing will take place:</p> <ul style="list-style-type: none"> • When entering the building (and returning after lunchtime) • After using the toilet • Before and after eating or handling food • Before leaving the building/getting into their car, • After blowing the nose • After sneezing or coughing • When changing classroom • Prior to entering school transport if appropriate • When arriving home 						
Maintaining 2m distancing	Staff, pupils, visitors (agreed only in advance)	<p>Social distancing while at work is maintained by continuing to limit social interactions by staggering break times and lunchtimes.</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>	E	Major	Possible	Medium	January 2021	AW 4/1/21

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>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 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>						

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Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<p>Emergency evacuation procedures/ fire drill & muster point have been updated and shared with employees / pupils prior to entry for staff and on our induction days for pupils and refreshed on our return in January.</p> <p>Minimise contact with surfaces, e.g. tables, furniture and where 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 & 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 plastic pocket 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 practise 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>						

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Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		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.						
Dining arrangements	Staff, pupils, visitors (agreed only in advance)	<p>All employees and service users will be asked to bring a packed lunch and the provision of free school meal vouchers will continue.</p> <p>Morning breaks and lunch breaks are 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 the dining hall at class 'bubble' tables 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. The P4 classes will eat lunch in their classrooms to support social distancing in the dining hall</p> <p>Lunchtime supervision will be provided by our PSAs both within the class areas and outside in the playground.</p> <p>All pupils must remain on site 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 children can remain within the space and rolling snack offered to limit numbers in the kitchen / dining areas</p>	E	Moderate	Possible	Medium	January 2021	AW 4/1/21

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.						
Use of Toilets	Staff, pupils, visitors (agreed only in advance)	<p>Break times will be staggered</p> <p>There will be a strong emphasis on hand washing after visiting the toilet, and hand washing may require to be supervised for younger children. Children will be reminded to wash their hands again on return to the classroom.</p> <p>Pupils in PE and Art will continue to use their allocated toilet cubicles in the junior/senior toilet blocks as the changing rooms are out of use.</p> <p>Staff toilets – staff will check if it is okay for them to enter the toilet area as only 2 female members of staff to enter at one time to maintain 2m social distancing.</p>	E	Major	Possible	Major	January 2021	AW 4/1/21
Employees / Pupils become unwell	Staff, pupils, visitors (agreed only in advance)	<p>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:</p> <ul style="list-style-type: none"> • a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) • a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) • loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal <p>Follow current NHS guidance https://www.nhs.uk/conditions/coronavirus-covid-19/ All school staff will be asked to familiarise themselves with the local Test, Trace, Isolate and Support Strategy.</p> <p>When someone becomes unwell follow the following procedures to remove them from the school setting;</p>	E	Major	Possible	Medium	January 2021	AW 4/1/21

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>Employee</p> <ul style="list-style-type: none"> Immediately leave the building and go directly home Any necessary cover will be organised by promoted staff <p>Pupil</p> <ul style="list-style-type: none"> 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. Emergency contact list accessible and up to date Request for immediate collection by parents/carers On collection, immediately leave the building and go directly home Facilities informed by HT and deep clean carried out 						
Cleaning and hygiene measures								
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>	E	Minor	Possible	Low	January 2021	AW 4/1/21
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	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	E	Moderate	Possible	Medium	January 2021	AW 4/1/21

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
	only in advance)	<p>every day, paying special attention to door handles, table/counter tops, bannisters, and other areas touched regularly by staff and children, with additional cleaning during the day.</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, visitors	Persons undertaking the cleaning have been instructed with clear safe usage instructions.	E	Moderate	Possible	Medium	January 2021	AW 4/1/21

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.						
	(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						
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.	E	Moderate	Possible	Medium	January 2021	AW 4/1/21
Close contact / Spillages – bodily fluids, blood, vomit	Staff, pupils, visitors (agreed only in advance)	Employees will follow Education PPE Guidance and should wear appropriate PPE including Fluid resistant face masks (type IIR) for work where individual risk assessment has identified the need at times where staff will provide intimate care or have direct contact (within 2 metres) of children for a period of 10 minutes or more such as: <ul style="list-style-type: none"> ➤ supporting the medical and additional support requirements of children with complex needs ➤ where there are invasive interventions required ➤ where children have difficulty maintaining social distancing for 10 minutes or more All staff will wear fluid resistant face masks in school. When removed masks will be put in individual plastic bag (all staff have a supply) and put in big bin bag available on each landing and disposed of on a Monday by assigned PPE PSA Mrs J Davis has been identified as our Health & Wellbeing Coordinator and will ensure that a regular stock take is done and	E	Moderate	Possible	High	January 2021	AW 4/1/21

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Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<p>order completed on a 4 weekly basis. Completed orders should be in by 12pm Wednesday of week 3.</p> <p>PPE Order</p> <p>Central Order of</p> <ul style="list-style-type: none"> • Gloves • Aprons • Face Masks • Hand Sanitiser <p>Local order of</p> <ul style="list-style-type: none"> • Tissues 						

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

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
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
Fire Safety Systems / Emergency Lighting - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								

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Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
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
Ventilation / Humidity / Lighting & Heating Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Temperature/ Humidity	Staff, pupils, visitors (agreed only in advance)	Workplace temperatures are not too hot or too cold (at least 17 degrees Celsius). Measures can be taken to control temperature extremes and/or humidity levels such as through computerised EHAV system.	E	Minor	Possible	Low	June 2020	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

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Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
	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.						
Gas Installations - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Gas Installations	Staff, pupils, 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
Legionella/Water Systems/Hygiene - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Water outlets Legionella	Staff, pupils, visitors (agreed only in advance)	Tanks, 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	E	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.						
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.	E	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
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
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.	E	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.					

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Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.		EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
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:	<i>Audrey I Walker</i>	Assessment Date:	Further action required: N	Action Review Date(s): 25 th January 2021					
Name:	AUDREY I WALKER	4 th January 2021		Next Review Date:25 th January 2021					

Action Plan

Point Ref	Details of Corrective Action Required	Timescale	Responsible Person	Closed Out
A4	Risk assessments for staff with self-declared health condition to be updated in light of current advice related to shielding. These will be reviewed on an ongoing basis with individual members of staff affected in light of updated guidance on shielding. Staff members and parents/carers of children on shielding list will gain advice and share with HT	January 2021	Line managers/H&S	ongoing
A5c	Keep left signage in corridors and staircases and 2 metre distance markers to be arranged.	January 2021	HTs /Corporate Landlord	
B6	The gates to our playground will be kept shut during the school day.	January 2021	Janitor	6/2/2021
B7	Parents/carers will be reminded of arrangements for picking up/dropping off children during the school day out with normal bell times. Parents/carers will be reminded about the importance of safe parking in the proximity of the school	January 2021	Head Teacher	6/2/2021
B10	A weekly check of signage will be carried out by an identified PSA and signs replaced where necessary.	January 2021	Identified PSA	6/2/2021
Additional Comments	This plan will be reviewed and updated as restrictions/circumstances change.			

Signed: Audrey I Walker

Date: 6/1/2021

Asymptomatic testing arrangements added 19/2/2021 at A10