

## 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

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. Please note: This risk assessment is dynamic and will be reviewed on a daily basis.

|   |
|---|
| <b>Service area:</b> Schools  |
| <b>Site Address:</b> Sunnybank School, Sunnybank Road, Aberdeen, AB24 3NJ   |
| <b>Service manager:</b> Chief Education Officer   |
| <b>Inspection Undertaken by:</b> Quality Improvement Team / Head Teacher (Lyndsay Taylor) (Heather Greggs – ASfD) Theresa Bennett (EAL) |
| <b>Approved by:</b>   |

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|--|
| <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<br/>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             | <b>Green</b>            | Shielding staff have now returned following a review and update of their individual risk assessments. These have also been shared with H&S and HR. |
| 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             | <b>Green</b>            | Risk assessment is agreed with TUs and in line with SG guidance  |

|    |  |   |       |  |
|----|--|---|-------|--|
| 3. | Are you tracking people who have been identified as high risk/are shielding. | Y | Green | <p>Core HR is kept up to date by Admin Team and employees</p> <p>All staff continue to use virtual sign in and SLT have daily contact with staff through Google Classroom <b>EAL staff have a daily check in via Google Team Drive.</b></p> <p><b>ASfD have daily check in with SLT</b></p> <p>Additional contact is made with individuals to discuss any medical issues and for updates</p> <p>Workforce planning Group to establish City overview and process to manage and maintain</p> <p>When in receipt of guidance from the clinician/GP the Line manager will review the individual risk assessments with Employee Relations support when required).</p> |
| 4. | Where practicable will staff still be allowed to work from home/remotely.    | Y | Green | <p>Ongoing review:</p> <ul style="list-style-type: none"> <li>- Following Government announcement, staff will return to school if they are required for face-to-face teaching. Any staff who are not required will continue to work from home.</li> <li>- Shielding staff have now returned – see above</li> </ul> <p><b>No EAL members of staff currently shielding.</b></p> <p><b>No members of ASfD staff currently shielding</b></p>   |

|    |  |   |       |  |
|----|--|---|-------|--|
| 5. | Can all staff maintain the <a href="#">Scottish Government</a> guidelines for social distancing based on your industry ( <a href="#">The latest Social Distancing Guidelines available here</a> ). These could include but are not limited to the following: | Y | Green | <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 will remain with their class/bubble for the 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 will be provided for all members of staff. PPE masks (fluid resistant) will be always worn when in communal areas (incl. classrooms). Those who are required to come into close contact (within 2 m of a pupil (e.g. for additional support needs, first aid, etc.) will be given full PPE. <b>Masks will be changed regularly:</b></p> <ul style="list-style-type: none"> <li>• Whenever they are removed e.g. eating/drinking</li> <li>• When working or in an area with different people</li> <li>• When moving from one area of the school to another</li> <li>• Disposal of PPE should be done safely. Staff will use the hazard bags provided.</li> </ul> <p>ASfD – as above. NB. Due to changes in PPE guidance around clear visors, ASfD staff will wear ACC standard issue face masks where PPE is required – this can be either standard issue face masks or Deaf Friendly ‘Clear Mask’ which has been approved as Fluid Resistant by ACC.</p> <p>All staff who are supporting learners and are within 2m of young people for any length of time <b>must</b> ensure that they wear a fluid resistant face mask.</p> <p>Staffroom altered and numbers limited to take account of social distancing. Staff will need to bring their own food and drinks.</p> <p>All staff supporting pupils in the dining hall or gym hall at lunch times should wear full PPE. This should be changed between sessions.</p> |
|----|--|---|-------|--|

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|-----|---|---|-------|--|
| 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  | N | Green | Additional staffrooms have been created with maximum capacities. Seating is arranged to allow for 2m distancing. Windows are also open to allow for ventilation  |
| 5c  | Are you able to implement a one way flow system and provide visual aids (e.g. distancing markers, signage, flow system markers) for maintaining two metres distance.        | Y | Amber | A 'Keep left' system will be used for movement through the school. All corridors are >2m wide and will be kept clear to support this. Floor markings, signage and staff will support pupils to follow guidance. The senior stairs will have a traffic light system and waiting areas will be marked at the top and bottom. The middle stairs will also have these but in addition will have a passing place marked.<br><a href="#">ASfD will adapt a keep left system in line with Sunnybank's procedures. Floor markings and ASN specific wall signs will support pupils to follow procedure.</a>   |
| 6.  | Have staff been trained / notified before returning to work on any new procedures.  | Y | Green | Handwashing<br>PPE<br>Social Distancing<br>Movement around the school<br>Training to be completed by all staff before opening<br>Testing   |
| 7.  | Have staff been instructed on how to hand wash effectively, for the suggested duration and maintain good hygiene practices.   | Y | Green | As above<br>Ensure 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 | Reissued within Risk assessment and PPE Guidance during staff training   |
| 10. | Have staff been instructed to minimise business related travel and use video chat as an alternative method of maintaining contact with colleagues, suppliers and customers. | Y | Green | Staff have been advised to avoid public transport if possible. If using public transport, social distancing should be observed, along with the wearing of a face covering. Staff have been advised not to car share. Where at all possible, staff will continue to work from home.<br>SLT/MAMs meeting using Teams – and with central officers.<br>Staff meetings are held on Google Classroom<br><a href="#">As above</a><br><br>Strict limitations on staff movement between schools – updated risk assessment allows staff to be in 2 schools a week with visiting professional (including HSS outreach team) visiting up to 5. Only 1 school a day is currently permitted. |

**B: Travel, Access & Egress – Consider how your employees will travel to work, travel for work, access and exit work safely.**

| No | Issues   | Y/N/<br>NA | Rating<br>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           | Reminder to HSLO if return to normal duties are implemented. School staff will greet children at the front door to prevent escorts entering the school building.   |
| 2. | Are workers required to use either their own vehicle or company vehicle to travel to their task?   | Y          | Green           | Pupil Escorts are required to travel in company vehicles when bringing pupils to school. Further guidance is being created by the Transport team and will be shared with SLT and staff before August. Schools to adopt car park protocol - all reverse parking to limit exiting cars at same time  |
| 3. | Are workers avoiding public transport where applicable and using alternatives (e.g. cycling, walking to work etc).                             | Y          | Green           | Where possible   |
| 4. | Have you considered staff that are required to vehicle share for their role and whether this could continue?                                   | Y          | Green           | As per Scottish Government Guidance, no social distancing is required on dedicated school transport. Parents/Carers are responsible for ensuring all children, travelling on school transport, sanitise their hands prior to boarding. Reminder messages will be sent weekly to parents. Schools will ensure that pupils sanitise on entering the school building. Pupil escorts, pupils and drivers will wear face coverings during transport and vehicles will be well ventilated.   |
| 5. | Has the entry and exits to the building/site been limited to the minimum number of points required.  | Y          | Green           | P1-P7 will continue to access the school through the same 3 entry point, staggered start/break/lunch/finish times will allow social distancing to be maintains. Playground markings will also support this. Transport pupils and ASfD pupils will access the building through the front door and then are part of the staggered system for breaks and lunches. Nursery pupils (AM) will access the nursery through the playground. PM pupils will enter through the front door (to avoid school lunches) and leave through the playground.<br>EAL staff will enter via the Sunnybank Community Centre entrance and out with pupil drop off/ pick up times. |

|    |  |   |              |   |
|----|--|---|--------------|---|
| 6. | Has access to the building/site been restricted to visitors and contractors etc. | Y | <b>Green</b> | <p>Essential personnel by prior arrangement only – all protocols to be observed. <a href="#">This will also apply to any HSS teacher who needs access to essential files etc kept at ASfD.</a></p> <p>Emergency contractors, as above and when learners are not in attendance where possible. For ongoing planned construction works Corporate Landlord and Capital will work with contractors to ensure appropriate mitigation is in place such as sites physically separated from rest of building and contractors use separate entrances etc.</p> <p>Other essential visitors only where the impact of non-attendance would cause further harm (e.g essential maintenance contractors, Educational Psychologist)</p> <p>An outdoor reception area is available to support any visitors that do arrive.</p> |
|----|--|---|--------------|---|



|     |  |   |       |   |
|-----|--|---|-------|---|
| 7.  | Is it practicable to confine visitors to strictly defined areas and avoid unnecessary movements around the building?   | Y | Green | <p>The front garden will be used as an outdoor reception area whenever possible. The school phone number will be displayed on the door to allow communication with the office team. Virtual meetings will be used wherever possible.</p> <p>Any pre-arranged visitor will only be admitted into the reception area. ASfD will follow the same policy with school phone number noted on the front door to allow for direct communication with ASfD Administrator.</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. In emergency situation a parent will be granted access, this will be recorded on the visitors log and they will be supported by a member of staff at 2m distance.</p> |
| 8.  | Have appropriate hand wash stations (toilets) and/or hand sanitiser pump action containers been made available in every work area and on main travel routes through the building/site including access and egress areas. | Y | Green | Procurement of Hand Sanitiser and Cleaning materials  |
| 9.  | Is advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and were people congregate.   | Y | Green | Posters are displayed throughout the school.  |
| 10. | Are the signs displayed reviewed and replaced as necessary?  | Y | Green | Weekly check to be added to risk assessment for signage. Janitors to replace signage where necessary – janitors will require access to school printing facilities for this  |

**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/<br>NA | Rating<br>R/A/G | Comments  |
|----|---|------------|-----------------|---|
| 1. | Have you completed a clean of the property / site before returning?   | Y          | Green           | Most schools, other than those which were used for Keyworker Childcare or Vulnerable Learner Hubs, have laid empty since 23 March. Initial cleaning is in progress to ensure buildings are fit for small groups of staff to return and a full deep clean will be undertaken prior to pupils return on 11 August.  |
| 2  | Is the ongoing cleaning frequency sufficient and is cleaning required and can cleaning be undertaken when site/building/premises is occupied?   | Y          | Green           | Daily cleaning will be undertaken by Cleaning Services, supplemented by Janitorial staff undertaking regular cleaning of frequent hand touch points during the school day. All surface cleaning will be undertaken using EN14476 rated (for destroying enveloped viruses) disinfecting solutions. A record of Touchpoint cleaning will be shared daily with the central team. |
| 3. | Are all hand contact points cleaned on a frequent basis including, door furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, toilets, canteen / food preparation areas. | Y          | Green           | In addition to the answer in 2 above, discussion is ongoing at the School Readiness for Reopening Group to determine who will clean IT equipment, toys and other resources. Items which cannot be effectively disinfected between uses will be temporarily taken out of use.  |
| 4  | Have persons undertaking the cleaning been instructed with clear safe usage instructions.   | Y          | Green           | All FM staff are trained in the safe methods of work for activity within their service areas. COVID-19 specific risk assessments have been completed and shared with all staff. Supplementary service specific FAQ's have also been prepared and shared with staff upon their return to work.   |
| 5  | Can where practical curtains and blinds be removed to minimise the areas where viruses can be difficult or time consuming to remove.  | N          | Green           | Class teaches will be the only staff member to touch the blinds in each of the classrooms. Blinds in the other areas of the school should not be touched without firstly washing or sanitising of hands.<br><a href="#">ASfD staff: as above.</a>   |
| 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 will be labelled and removed to the storage area   |
| 8  | Have staff been provided with appropriate cleaning products so that they can frequently clean their work stations during the day.   | Y          | Green           | Products to be ordered by individual schools. Facilities Management to assist in storing and replenishing appropriate cleaning materials.   |

**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/<br>NA | Rating<br>R/A/G | Comments   |
|----|--|------------|-----------------|--|
|    | <b>Has your responsible person carried out checks on your building in the following areas:</b> |            |                 |  |
| 1. | Fire Safety Systems / Emergency Lighting.  | Y          | Green           | Corporate landlord will confirm to individual head teachers when all checks up to date. Prior to this staff access to building restricted to daytime hours only, max 4 people (primary schools) / 8 people (secondary schools) for no more than 2 hours each day, and only for specific recovery planning purposes. Confirmed 2.7.20 |
| 2. | Ventilation / Humidity / Lighting & Heating.   | Y          | Green           | Corporate landlord will confirm to individual head teachers when all checks up to date. Prior to this staff access to building restricted to daytime hours only, max 4 people (primary schools) / 8 people (secondary schools) for no more than 2 hours each day, and only for specific recovery planning purposes. Confirmed 2.7.20 |
| 3. | Gas Installations.   | Y          | Green           | Corporate landlord will confirm to individual head teachers when all checks up to date. Prior to this staff access to building restricted to daytime hours only, max 4 people (primary schools) / 8 people (secondary schools) for no more than 2 hours each day, and only for specific recovery planning purposes. Confirmed 2.7.20 |
| 4. | Legionella Controls.   | Y          | Green           | Corporate landlord will confirm to individual head teachers when all checks up to date. Prior to this staff access to building restricted to daytime hours only, max 4 people (primary schools) / 8 people (secondary schools) for no more than 2 hours each day, and only for specific recovery planning purposes. Confirmed 2.7.20 |

|    |   |   |       |   |
|----|---|---|-------|---|
| 5. | Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance. | Y | Green | Corporate landlord will confirm to individual head teachers when all checks up to date. Prior to this staff access to building restricted to daytime hours only, max 4 people (primary schools) / 8 people (secondary schools) for no more than 2 hours each day, and only for specific recovery planning purposes. Confirmed 2.7.20                            |
| 6  | Lift Statutory Inspections.   | Y | Green | Corporate landlord will confirm to individual head teachers when all checks up to date. Prior to this, lifts are not to be used. Staff access to building restricted to daytime hours only, max 4 people (primary schools) / 8 people (secondary schools) for no more than 2 hours each day, and only for specific recovery planning purposes. Confirmed 2.7.20 |

Signed: L Taylor & H Greggs

Date: October 2020

Updated 25/3/21,

Signed: L Taylor & H Greggs

Date: February 2021

Updated 26.4.21

Signed: L Taylor & S Muldoon & M Benzahia

Date: April 2021

Updated 17.6.21

Signed: L Taylor & S Muldoon & M Benzahia

Date: June 2021

## COVID-19 Health & Safety Risk Assessment

| HAZARD   | AT RISK                   | CONTROL MEASURES  | PROBABILITY WORST CASE OUTCOME      |                     |            |                                       |                       |                                     |
|--|---------------------------|---|-------------------------------------|---------------------|------------|---------------------------------------|-----------------------|-------------------------------------|
|  |                           |   | EXISTING/<br>PROPOSED<br>'E' or 'P' | Possible<br>Outcome | Likelihood | Risk rating:<br>High<br>Medium<br>Low | Proposed<br>Timescale | Action<br>Completed<br>Date/Initial |
| <b>Consider:</b><br>premises work,<br>equipment,<br>specific tasks<br>etc. | <b>People at<br/>risk</b> | <b>Control By:</b> guards, training, supervision, safety<br>equipment, safe working procedures, hygiene monitoring<br>etc.  |                                     |                     |            |                                       |                       |                                     |
| <b>Section 1: Employee Safety</b>  |                           |   |                                     |                     |            |                                       |                       |                                     |
| Psychological<br>well being  | Staff                     | <p>Workplace/controls which are in place to reduce risk of exposure to COVID 19 are documented in procedures and policies and disseminated to employees through line managers and HR. Additional copies are placed on the staff Google Drive and paper copies are sent to those with no access.</p> <p>Line managers are aware of how big changes to working arrangements may cause additional work-related stress and affect their employees' mental health and wellbeing.</p> <p>Staff are also aware of ACC supports through People Anytime, Time for Talking and OH, these can also be sign-posted by HT or by clicking <a href="#">here</a>. Nurture staff also monitor staff well-being and discuss any concerns with SLT.</p> <p><i>Staff will have opportunities everyday for feedback and informal discussion. Regular digital meetings will also be in place (with appropriate distancing measures).</i></p> <p>Concerns on workload issues or support needs are escalated to relevant DHT/HT. SLT maintain positive links with union reps to further support this.</p> <p>Managers are trained to recognise signs and symptoms that a person is working beyond their capacity to cope and deal</p> | P                                   | Major               | Possible   | Medium                                | Aug 2020              | Completed<br>LT and HG<br>10.8.20   |

| HAZARD  | AT RISK  | CONTROL MEASURES   | PROBABILITY WORST CASE OUTCOME      |                     |            |                                       |                       |                                     |
|---|--|--|-------------------------------------|---------------------|------------|---------------------------------------|-----------------------|-------------------------------------|
|   |  |  | EXISTING/<br>PROPOSED<br>'E' or 'P' | Possible<br>Outcome | Likelihood | Risk rating:<br>High<br>Medium<br>Low | Proposed<br>Timescale | Action<br>Completed<br>Date/Initial |
| Consider:<br>premises work,<br>equipment,<br>specific tasks<br>etc. | People at<br>risk                              | <b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.   |                                     |                     |            |                                       |                       |                                     |
| Psychological<br>wellbeing cont.                                    | Staff  | sensitively with employees experiencing problems outside of work.<br><br>Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs. Staff have been proactive in doing this. Individual RAs have been agreed and staff will update line managers if any changes are required.<br><br>Employees are made aware of the impact of COVID 19 on their job/change of working environment.   |                                     |                     |            |                                       |                       |                                     |
| Psychological<br>wellbeing cont.                                    | Pupils   | Email, Google Classroom and telephone calls are be the main method of contact with individual parents/carers.<br><br>First aiders are on site at all times as per required ratios<br><br>A Child Protections Officer is available at all times. If the HT is not available, then the DHT will deputise.<br><br>ACC policies adhered to at all times<br><br>Staff working with children will continue to be calm, nurturing and caring, seeking confirmation from line manager if unsure of anything  | E                                   | Moderate            | Likely     | Medium                                | June 2020             | Completed<br>LT and HG<br>10.8.20   |
| Virus<br>transmission in<br>the workplace                           | Staff,<br>visitors,<br>contractors<br>, pupils | <b>Personal Health</b><br>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.<br>Test and Protect see link below<br><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                                   | Extreme             | Possible   | High                                  | June 2020             | Completed<br>LT and HG<br>10.8.20   |

| HAZARD  | AT RISK           | CONTROL MEASURES   | PROBABILITY WORST CASE OUTCOME      |                     |            |                                       |                       |                                     |
|---|-------------------|--|-------------------------------------|---------------------|------------|---------------------------------------|-----------------------|-------------------------------------|
| Consider:<br>premises work,<br>equipment,<br>specific tasks<br>etc. | People at<br>risk | Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.  | EXISTING/<br>PROPOSED<br>'E' or 'P' | Possible<br>Outcome | Likelihood | Risk rating:<br>High<br>Medium<br>Low | Proposed<br>Timescale | Action<br>Completed<br>Date/Initial |
|   |                   | <p>Specific individual worker risk assessment (appendix A) has been undertaken for those who have a self-declared health condition which could increase their risk profile. Those who are vulnerable will keep SLT up to date with any changes to their health condition or any new barrier which present themselves and increase risk. A list of staff who are vulnerable and their medical conditions will be kept by the Head Teacher and will be available to first-aiders if require</p> <p>Individual risk assessments for shielding staff will be reviewed (The Chief Medical Officer will issue a two-week fit note to applicable staff). When in receipt of guidance from the clinician/GP the Line manager should review the individual risk assessments with Employee Relations support when required).</p> <p><u>Risk Assessment Process &amp; Training</u><br/>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/visitors requested to attend a school building should review this risk assessment, feedback any concerns and agree the content at school level. The risk assessment was then circulated to all staff and a copy shared with the QIM and the TU rep. Updates will be shared in the same manner.</p> <p>Training arrangements have been developed including refresher sessions to ensure staff have been trained before returning to work on any new procedures. Training information is shared with</p> |                                     |                     |            |                                       |                       |                                     |

| HAZARD   | AT RISK   | CONTROL MEASURES   | PROBABILITY WORST CASE OUTCOME      |                     |            |                                       |                       |                                     |
|--|---|--|-------------------------------------|---------------------|------------|---------------------------------------|-----------------------|-------------------------------------|
|  |   |  | EXISTING/<br>PROPOSED<br>'E' or 'P' | Possible<br>Outcome | Likelihood | Risk rating:<br>High<br>Medium<br>Low | Proposed<br>Timescale | Action<br>Completed<br>Date/Initial |
| <b>Consider:</b><br>premises work,<br>equipment,<br>specific tasks<br>etc. | <b>People at<br/>risk</b>                                       | <b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.   |                                     |                     |            |                                       |                       |                                     |
|  |   | staff digitally and SLT are available for discussion and to help ensure clarity.<br><br>Work has been arranged so that staff are able to maintain the government guidelines for social distancing based on our industry (The latest Guidance on these measure can be found by clicking the following link <a href="#">Social Distancing Guidelines</a> ).  |                                     |                     |            |                                       |                       |                                     |
| Orientation/<br>Training   | Staff,<br>pupils,<br>visitors<br>(agreed<br>only in<br>advance) | Service users should review a copy of the 'Returning to School Guide'<br><br>All staff have completed health and safety orientation, this includes <ul style="list-style-type: none"> <li>• Social distancing and 'Keep-left' system</li> <li>• Handwashing training</li> <li>• PPE training</li> <li>• Updated First Aid Training (for First Aiders)</li> <li>• Reminder of Fire Evacuation procedures</li> </ul> Admin staff/janitor/SLT will ensure any visitors are reminded of guidance on entering the building.<br><br>All service users will take responsibility for challenging those not following guidance. | P                                   | Extreme             | Possible   | High                                  | August<br>2020        | Completed<br>LT and HG<br>10.8.20   |
| Personal<br>Hygiene  | Staff,<br>pupils,<br>visitors<br>(agreed<br>only in<br>advance) | Staff should follow good infection control guidance ( <a href="#">Infection Prevention and Control in Childcare Settings (Day Care and Childminding Settings)</a> ) and put in place the guidance from Health Protection Scotland.<br><br>Handwashing procedure posters should be displayed in   | P                                   | Extreme             | Possible   | High                                  | June 2020             | Completed<br>LT and HG<br>10.8.20   |



| HAZARD  | AT RISK           | CONTROL MEASURES   | PROBABILITY WORST CASE OUTCOME      |                     |            |                                       |                       |                                     |
|---|-------------------|--|-------------------------------------|---------------------|------------|---------------------------------------|-----------------------|-------------------------------------|
| Consider:<br>premises work,<br>equipment,<br>specific tasks<br>etc. | People at<br>risk | Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.  | EXISTING/<br>PROPOSED<br>'E' or 'P' | Possible<br>Outcome | Likelihood | Risk rating:<br>High<br>Medium<br>Low | Proposed<br>Timescale | Action<br>Completed<br>Date/Initial |
|   |                   | <p>areas where handwashing takes place</p> <p>Hand sanitiser is available at all entry points and all staff and visitors will use this. They will then wash their hands when they arrive in their classroom, office or social areas.</p> <p>Staff and pupils have been instructed to clean their hands frequently, to wash their hands with soap and water for at least 20 seconds or use an alcohol-based hand sanitiser. Frequent handwashing has been built into daily routines.</p> <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> <li>• Before entering/after leaving any communal rooms<br/>e.g. resources rooms and before/after using common equipment: printers, photocopier etc</li> </ul> <p>Hygiene guidance is given to all service users which includes: avoiding touching eyes, nose, mouth and unwashed hands, cover your cough or sneeze with a tissue, and throw it away in a bin and wash your hands.</p> |                                     |                     |            |                                       |                       |                                     |

| HAZARD  | AT RISK           | CONTROL MEASURES  | PROBABILITY WORST CASE OUTCOME      |                     |            |                                       |                       |                                     |
|---|-------------------|---|-------------------------------------|---------------------|------------|---------------------------------------|-----------------------|-------------------------------------|
| Consider:<br>premises work,<br>equipment,<br>specific tasks<br>etc. | People at<br>risk | Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.   | EXISTING/<br>PROPOSED<br>'E' or 'P' | Possible<br>Outcome | Likelihood | Risk rating:<br>High<br>Medium<br>Low | Proposed<br>Timescale | Action<br>Completed<br>Date/Initial |
|   |                   | <p>Posters are displayed that encourage staying home when sick, cough and sneeze etiquette.</p> <p>In addition to alcohol hand gel has been placed at the entrance to the workplace and it will also be places in areas where there is no handwashing facilities e.g. store cupboards.</p> <p>Adequate supplies of soap, water and alcohol-based hand rubs will be provided in the workplace and will be check daily and maintained.</p> <p>Staff will be encouraged to have their hair tied back where appropriate and clothes changed daily. Those who suffer from dry skin/dermatitis will carry their own hand cream.</p> <p><u>PPE</u><br/>PPE will be worn when delivering first-aid, when supporting pupils in the dining hall and it may also be required to support younger pupils or individual pupils with ASN. Individual Risk Assessments can be used to determine this.</p> <p>Fluid resistant face masks are to be worn by all staff/visitors whenever they are within 2m of another person, for any length of time and at all times in communal areas.</p> <p>All staff understand protocols outlined in this risk assessment and are advised to contact the Head Teacher with any queries or concerns.</p> <p>Adequate training has been made available on what PPE is required (i.e. gloves, masks, aprons, Filtering Face Pieces (P3), goggles, the correct donning/doffing of PPE and face fit testing.</p> |                                     |                     |            |                                       |                       |                                     |

| HAZARD  | AT RISK   | CONTROL MEASURES  | PROBABILITY WORST CASE OUTCOME      |                     |            |                                       |                       |                                     |
|---|---|---|-------------------------------------|---------------------|------------|---------------------------------------|-----------------------|-------------------------------------|
|   |   |   | EXISTING/<br>PROPOSED<br>'E' or 'P' | Possible<br>Outcome | Likelihood | Risk rating:<br>High<br>Medium<br>Low | Proposed<br>Timescale | Action<br>Completed<br>Date/Initial |
| Consider:<br>premises work,<br>equipment,<br>specific tasks<br>etc. | People at<br>risk   | Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.   |                                     |                     |            |                                       |                       |                                     |
|   |   | <p><u>ACC quick guides</u> for correct donning and doffing of PPE for <u>non-AGPs</u> as well as for <u>AGPs</u>. These have been utilised for examples in best practice for putting on and taking off (donning and doffing).</p> <p>The Scottish Government and Health Protection Scotland response page is monitored regularly for latest details on guidance and advice.</p> <p>Advice is shared with staff members and staff have been fully briefed and kept up to date with current advice on staying protected through the company lines of communications (i.e. line managers, HR) and shared with staff.</p> <p>Employees are made aware of the impact of COVID 19 on their job/change of working environment.</p>   |                                     |                     |            |                                       |                       |                                     |
| Employees /<br>Service user<br>becomes unwell                       | Staff,<br>pupils,<br>visitors<br>(agreed<br>only in<br>advance) | <p>In line with procedures and guidance, only allow employees and service users in good health to be in the setting.<br/>If someone develops any of the symptoms:</p> <ul style="list-style-type: none"> <li>• <b>a high temperature</b> – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>• <b>a new, continuous cough</b> – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</li> <li>• <b>loss or change to your sense of smell or taste</b> – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal</li> </ul> <p>Follow procedures to remove from setting where someone becomes unwell</p> | P                                   | Extreme             | Possible   | High                                  | June 2020             | Completed<br>LT and HG<br>10.8.20   |

| HAZARD  | AT RISK  | CONTROL MEASURES   | PROBABILITY WORST CASE OUTCOME      |                     |            |                                       |                       |                                     |
|---|--|--|-------------------------------------|---------------------|------------|---------------------------------------|-----------------------|-------------------------------------|
|   |  |  | EXISTING/<br>PROPOSED<br>'E' or 'P' | Possible<br>Outcome | Likelihood | Risk rating:<br>High<br>Medium<br>Low | Proposed<br>Timescale | Action<br>Completed<br>Date/Initial |
| Consider:<br>premises work,<br>equipment,<br>specific tasks<br>etc. | People at<br>risk                                | Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.  |                                     |                     |            |                                       |                       |                                     |
|   |  | <p><b>Employee/Pupils</b></p> <ul style="list-style-type: none"> <li>wait in an isolation area (medical room) before being collected.</li> <li>If travelling independently leave the building immediately and go directly home</li> </ul> <p>Facilities informed and deep clean carried out<br/>Test, Trace Isolate should be understood by all staff.</p>   |                                     |                     |            |                                       |                       |                                     |
| Dining arrangements   | Staff, pupils, visitors (agreed only in advance) | <p>Staff are encouraged to bring their own provisions in for lunch, although a school lunch can be purchased if kitchen capacity allows.</p> <p>Free School Meal vouchers will continue for those who are eligible, and all pupils should remain on-site during lunchtime. Any exceptions will be arranged through the senior management team.</p> <p>Floor markings, position of furniture and staggered times support 2m social distancing during lunch times. Both the dining hall and gym hall are in use to further support safety.<br/>All staff will wear a face masks in the dining hall and full PPE if they are supporting pupils. A PPE station has been set up in the boys changing room and appropriate training has been provided</p> <p>Zones are used in the playground and the children will access these for 15min a break time and 30mins at lunch time. Each class is allocated their own zone. Breaks and lunches are staggered to support social distancing and no more than 6 classes/groups will access the playground at any one time. ASfD have been included in the timetable for staggered breaks and lunches.</p> | P                                   | Extreme             | Possible   | High                                  | October 2020          | Completed<br>LT and HG<br>10.8.20   |

| HAZARD  | AT RISK   | CONTROL MEASURES  | PROBABILITY WORST CASE OUTCOME      |                     |            |                                       |                       |                                     |
|---|---|---|-------------------------------------|---------------------|------------|---------------------------------------|-----------------------|-------------------------------------|
|   |   |   | EXISTING/<br>PROPOSED<br>'E' or 'P' | Possible<br>Outcome | Likelihood | Risk rating:<br>High<br>Medium<br>Low | Proposed<br>Timescale | Action<br>Completed<br>Date/Initial |
| Consider:<br>premises work,<br>equipment,<br>specific tasks<br>etc. | People at<br>risk   | <b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.  |                                     |                     |            |                                       |                       |                                     |
|   |   | Staff can choose to eat their lunch in the own classroom, in their designated social/rest area or they may leave the building if they choose. If using the staffroom, they will clean any equipment before and after use. They will also use Covid Guard to spray the table and chair they sat in before leaving. Sprayed furniture will be left for 5 minutes before being dried and if possible left to dry naturally.<br><br>Social gathering amongst employees have been discouraged whilst at work and staff are requested to keep in touch through remote technology such as phone, email and Google Classroom. |                                     |                     |            |                                       |                       |                                     |
| Use of Toilets  | Staff,<br>pupils,<br>visitors<br>(agreed<br>only in<br>advance) | There is a strong emphasis on hand washing after visiting the toilet, and hand washing may require to be supervised for younger children. All children will be encouraged to hand wash when return to class too.<br>Most classes have an individual cubicle/urinal and sink to prevent bubbles mixing.<br><br>Staff toilets will have a visual system in place and additional facilities have been identified to reduce numbers.  | P                                   | Extreme             | Possible   | High                                  | October<br>2020       | Completed<br>LT and HG<br>13.8.20   |
| Maintaining 2m<br>distancing  | Staff,<br>pupils,<br>visitors<br>(agreed<br>only in<br>advance) | <u>School Building</u><br>Staff activities are segregated to promote 2 meters distance.<br><br>A 'Keep left' system is implemented and visual aids, such as floor strips, signage are used for maintaining two meters distance.<br><br>Employees are educated on preventative care and staff will not be allowed to shake hands and any other general, close personal greetings<br><br>Social distancing while at work is maintained by continuing to limit social interactions by staggering start/finish times and lunchtime.   | P                                   | Extreme             | Possible   | High                                  | Oct 2020              | Completed<br>LT and HG<br>10.8.20   |

| HAZARD  | AT RISK           | CONTROL MEASURES  | PROBABILITY WORST CASE OUTCOME      |                     |            |                                       |                       |                                     |
|---|-------------------|---|-------------------------------------|---------------------|------------|---------------------------------------|-----------------------|-------------------------------------|
| Consider:<br>premises work,<br>equipment,<br>specific tasks<br>etc. | People at<br>risk | Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.   | EXISTING/<br>PROPOSED<br>'E' or 'P' | Possible<br>Outcome | Likelihood | Risk rating:<br>High<br>Medium<br>Low | Proposed<br>Timescale | Action<br>Completed<br>Date/Initial |
|   |                   | <p>Signage and SLT remind parents to maintain 2m when on school grounds. Additional guidance is included in school newsletters</p> <p><u>Classrooms</u><br/>Hand washing facilities are available in every teaching space. Staff may not be able to handle pupil's work without quarantining, but teachers will have other methods of gathering assessment evidence which accommodate this if required.</p> <p><u>General</u><br/>Thorough orientation and ongoing reminders will be given to staff to 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 updated and shared with employees / service users prior to or on day of entry. Additional guidance and playground markings have been introduced to support 2m social distancing during fire drills.</p> <p>Minimise contact with surfaces, e.g. tables, furniture and where there is reason for multiple use, items should be cleaned prior to and following use.</p> <p>Items that come into contact with your mouth such as cups &amp; bottles will not be shared.</p> <p>Individual learners will be provided with one use resource where practical and where not, these will be wiped down between use with wipes provided.</p> |                                     |                     |            |                                       |                       |                                     |

| HAZARD  | AT RISK                               | CONTROL MEASURES   | PROBABILITY WORST CASE OUTCOME      |                     |            |                                       |                       |                                     |
|---|---------------------------------------|--|-------------------------------------|---------------------|------------|---------------------------------------|-----------------------|-------------------------------------|
|   |                                       |  | EXISTING/<br>PROPOSED<br>'E' or 'P' | Possible<br>Outcome | Likelihood | Risk rating:<br>High<br>Medium<br>Low | Proposed<br>Timescale | Action<br>Completed<br>Date/Initial |
| Consider:<br>premises work,<br>equipment,<br>specific tasks<br>etc. | People at<br>risk                     | Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.  |                                     |                     |            |                                       |                       |                                     |
|   |                                       | <p>The outdoor areas will be used regularly, where possible, to support social distancing and staff will plan for this. Playground equipment/benches will be cleaned after use/between bubbles</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 Physical Education will take place outdoors. Any clubs or out of school activities are suspended.</p>  |                                     |                     |            |                                       |                       |                                     |
| Someone entering the workplace with COVID-19                        | Staff, visitors, contractors , pupils | <p>Request that companies who regularly attend our premises or those we work alongside us to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19. (EP, SALT, NDCS).</p> <p>All Teaching and core support staff (including students and supply): Staff can only attend 1 school per day/2 schools per week.</p> <p>Allied Health Professionals (including HSS outreach team): where possible 2 schools per week but can increase to 5 if essential. Only 1 school per day.</p> <p>Work with our supply chain to ensure that they're adopting good practices to prevent the spread of COVID-19 to discuss arrangements and control measures.</p> | P<br>Choose an item.                | Extreme             | Possible   | Medium                                | June 2020 and ongoing |                                     |

| HAZARD  | AT RISK           | CONTROL MEASURES   | PROBABILITY WORST CASE OUTCOME      |                     |            |                                       |                       |                                     |
|---|-------------------|--|-------------------------------------|---------------------|------------|---------------------------------------|-----------------------|-------------------------------------|
| Consider:<br>premises work,<br>equipment,<br>specific tasks<br>etc. | People at<br>risk | Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.  | EXISTING/<br>PROPOSED<br>'E' or 'P' | Possible<br>Outcome | Likelihood | Risk rating:<br>High<br>Medium<br>Low | Proposed<br>Timescale | Action<br>Completed<br>Date/Initial |
|   |                   | <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 building unless an emergency and will be asked to make contact by email / phone and not in person.</p> <p>Anybody visiting site will be informed that they are not to enter if they're experiencing COVID-19 symptoms and will be advised to self-isolate in line with government recommendations</p> <p>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> <p>All school staff will be given the opportunity to sign up to the testing system. Those who consent (and complete the consent form) will be asked to test themselves at home twice a week using lateral-flow testing kits. Kits will be issued by school every 3.5 weeks and staff are asked to use them on a Sunday and Wednesday.</p> <ul style="list-style-type: none"> <li>• Distribution will take place every 3.5 weeks by Covid Coordinator</li> <li>• PPE masks and gloves will be worn when placing tests onto surface for collection</li> <li>• Only 1 member of staff at a time will be able to collect their testing kit</li> <li>• Sanitiser is available to staff who are collecting kits</li> <li>• 2m social distancing will be followed and collection times will support this</li> </ul> |                                     |                     |            |                                       |                       |                                     |



| HAZARD  | AT RISK           | CONTROL MEASURES   | PROBABILITY WORST CASE OUTCOME      |                     |            |                                       |                       |                                     |
|---|-------------------|--|-------------------------------------|---------------------|------------|---------------------------------------|-----------------------|-------------------------------------|
|   |                   |  | EXISTING/<br>PROPOSED<br>'E' or 'P' | Possible<br>Outcome | Likelihood | Risk rating:<br>High<br>Medium<br>Low | Proposed<br>Timescale | Action<br>Completed<br>Date/Initial |
| Consider:<br>premises work,<br>equipment,<br>specific tasks<br>etc. | People at<br>risk | Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.  |                                     |                     |            |                                       |                       |                                     |
|   |                   | <ul style="list-style-type: none"> <li>Staff collecting kits will wear PPE masks</li> <li>Kits and instruction leaflets will be distributed together</li> <li>Staff will be reminded to upload their results when collecting kits. If they receive a positive result then they should isolate and inform their line manager and book a PCR test.</li> <li>Allocation of tests and handover will be completed indoors to ensure tests are kept at the correct temperature (between 2 and 30C).</li> <li>Tests will be stored in the school office to ensure they are secure.</li> <li>Staff who are unable to enter the building will collect their kits from the reception hatch following the same procedure as above</li> </ul> <p>Sunnybank Covid Coordinator is Susan Fraser and Registration Support is Sarah Walker.</p> <p>ASfD Covid Co-ordinator is Linda Bowman and Registration Assistant is Sam Muldoon.</p> |                                     |                     |            |                                       |                       |                                     |

| Hazard   | At Risk                      | Control Measures   | Probability Worst Case Outcome      |                  |            |                                       |                    |                               |
|--|------------------------------|--|-------------------------------------|------------------|------------|---------------------------------------|--------------------|-------------------------------|
|  |                              |  | EXISTING/<br>PROPOSED<br>'E' or 'P' | Possible Outcome | Likelihood | Risk rating:<br>High<br>Medium<br>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>Travel, Access &amp; Egress</b>                             |                              |  |                                     |                  |            |                                       |                    |                               |
| Travelling to work   | Staff, visitors, contractors | <p>Sufficient parking restrictions to maintain social distancing measures in place. Staff will be asked to reverse park.</p> <p>Workers will be instructed to use their own transport for work activities where possible</p> <p>Workers told to avoid public transport where applicable and using alternatives e.g. cycling, walking to work. Where public transport cannot be avoided service users should follow Scottish government Guidance in respect of face coverings. All pupil escorts are required to wear face masks.</p> <p>School transport will be available, but hand sanitising must take place before every journey and all occupants should wear a face mask.</p> <p>On arrival at the site, employees/service users will thoroughly wash their hands for at least 20 seconds or use hand sanitiser which will be placed at all entrances to the building.</p> <p>Bike racks will be in use but social distance measure should be applied to these areas. Signs should be displayed to remind users of this.</p> | P                                   | Moderate         | Possible   | Medium                                | August 2020        | Completed LT and HG 10.8.20   |
| Driving at work  | Staff, Contractors           | Pupil Escorts will be fully briefed on ACC guidance and expectation when transporting pupil to and from school. Further guidance will be issues by ACC Transport and these will be   | P                                   | Extreme          | Likely     | High                                  | August 2020        | Completed LT and HG 11.8.20   |

| Hazard   | At Risk                               | Control Measures   | Probability Worst Case Outcome      |                  |            |                                       |                    |                                   |
|--|---------------------------------------|--|-------------------------------------|------------------|------------|---------------------------------------|--------------------|-----------------------------------|
|  |                                       |  | EXISTING/<br>PROPOSED<br>'E' or 'P' | Possible Outcome | Likelihood | Risk rating:<br>High<br>Medium<br>Low | Proposed Timescale | Action Completed Date/Initial     |
| <b>Consider:</b><br>premises work,<br>equipment,<br>specific tasks<br>etc. | <b>People at risk</b>                 | <b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.   |                                     |                  |            |                                       |                    |                                   |
|  |                                       | shared and agree to by staff. All pupils should wear a face covering on transport<br><br>All drivers will also follow expected ACC Procedures.   |                                     |                  |            |                                       |                    |                                   |
| Entry and exit to building   | Staff, visitors, contractors , pupils | <p>Entry and exits to the building/site will be planned and managed to support physical distancing within the building.</p> <p>Access to the school grounds for families/pupils will be through the gates on Sunnybank Road only. The Froghall gate will be locked as it does not support social distancing. The entrance is wide enough to allow for social distancing. Staggered start times will be used to support social distancing at drop off/pick up times and pupil will continue to access the school through 3 main doors. An additional door will be used to access the nursery.</p> <p>ASfD parents who will not be utilising Children's transport will drop off/pick up their children at the main entrance. Pupils will be met by ASfD staff to ensure parents do not enter the building.</p> <p>Staff and pre-planned visitors will use the front door to access the school.</p> <p>Staff and visitors use a QR code to sign in and out of the building. A paper system is kept by office staff for those unable to use this.</p> <p>External visitors will be actively discouraged. Parents will be encouraged to make contact by email / phone and not in person. Any essential visitors confined to strictly defined areas and unnecessary movements around the building avoided.</p> | P                                   | Major            | Possible   | Medium                                | August 2020        | Completed<br>LT and HG<br>10.8.20 |

| Hazard  | At Risk                              | Control Measures  | Probability Worst Case Outcome      |                  |            |                                       |                                       |                               |
|---|--------------------------------------|---|-------------------------------------|------------------|------------|---------------------------------------|---------------------------------------|-------------------------------|
| Consider:<br>premises work,<br>equipment,<br>specific tasks<br>etc. | People at risk                       | Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.   | EXISTING/<br>PROPOSED<br>'E' or 'P' | Possible Outcome | Likelihood | Risk rating:<br>High<br>Medium<br>Low | Proposed Timescale                    | Action Completed Date/Initial |
|   |                                      | <p>Hand sanitiser is available at all entrance/egress points and in spaces with shared resources e.g. storerooms. Wipes are used at the photocopier as it is not safe to leave Covid spray in an open area. Hand sanitiser is kept nearby at the front door.</p> <p>Advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and where people congregate.</p> <p>Signs displayed reviewed and replaced as necessary.</p> |                                     |                  |            |                                       |                                       |                               |
| HAZARD  | AT RISK                              | CONTROL MEASURES  | PROBABILITY WORST CASE OUTCOME      |                  |            |                                       |                                       |                               |
| Consider:<br>premises work,<br>equipment,<br>specific tasks<br>etc. | People at risk                       | Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.   | EXISTING/<br>PROPOSED<br>'E' or 'P' | Possible Outcome | Likelihood | Risk rating:<br>High<br>Medium<br>Low | Proposed Timescale                    | Action Completed Date/Initial |
| Cleaning and hygiene measures                                       |                                      |   |                                     |                  |            |                                       |                                       |                               |
| Environmental Cleaning  | Staff, visitors, contractors, pupils | Where there has been a Covid-19 case, the cleaning regime will be in accordance with strict rules outlined in COVID-19-decontamination-in-non-healthcare-settings   | P                                   | Minor            | Possible   | Low                                   | 05/06/20                              | Completed LT and HG 10.8.20   |
| Cleaning Frequency  | Staff, visitors, contractors, pupils | The ongoing cleaning frequency is made sufficient enough such that cleaning can be undertaken daily and supplementary sanitisation by janitorial staff when site/building/premises is occupied.   | P                                   | Moderate         | Possible   | Medium                                | In place from 11th August and ongoing |                               |

| Hazard  | At Risk                               | Control Measures   | Probability Worst Case Outcome      |                  |            |                                       |                                       |                               |
|---|---------------------------------------|--|-------------------------------------|------------------|------------|---------------------------------------|---------------------------------------|-------------------------------|
|   |                                       |  | EXISTING/<br>PROPOSED<br>'E' or 'P' | Possible Outcome | Likelihood | Risk rating:<br>High<br>Medium<br>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.  |                                     |                  |            |                                       |                                       |                               |
|   |                                       | 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   |                                     |                  |            |                                       |                                       |                               |
| Commonly touched surfaces                               | Staff, visitors, contractors , pupils | <p>Additional sanitisation of taps and flush handles will be undertaken by janitorial services on a regular basis during the school day. This will normally be twice a day – once in the morning and once in the afternoon.</p> <p>All other areas will be cleaned by cleaning staff before the start of every day, paying special attention to surfaces touched on a regular basis including: door handles, light switches, furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, toilets, canteen / food preparation areas.</p> <p>Sanitising wipes will be available in each setting to ensure cleaning and disinfectant of frequently touched objects and surfaces: telephones, keyboards, door handles, desks, tables etc. This should be undertaken by staff on duty or service users if appropriate.</p> <p>Where practical, curtains and blinds are removed to minimise the areas where viruses can be difficult or time consuming to remove.</p> <p>Rugs and mats are removed where safe to do so to make cleaning and disinfection of floors easier.<br/>Appropriate cleaning products are used during daily preventative clean regime.</p> | P                                   | Moderate         | Possible   | Medium                                | In place from 11th August and ongoing |                               |

| Hazard   | At Risk                              | Control Measures  | Probability Worst Case Outcome      |                     |            |                                       |                                       |                                     |
|--|--------------------------------------|---|-------------------------------------|---------------------|------------|---------------------------------------|---------------------------------------|-------------------------------------|
|  |                                      |   | EXISTING/<br>PROPOSED<br>'E' or 'P' | Possible<br>Outcome | Likelihood | Risk rating:<br>High<br>Medium<br>Low | Proposed<br>Timescale                 | Action<br>Completed<br>Date/Initial |
| <b>Consider:</b><br>premises work,<br>equipment,<br>specific tasks<br>etc. | <b>People at<br/>risk</b>            | <b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.  |                                     |                     |            |                                       |                                       |                                     |
|  |                                      | Staff avoid touching common pieces of equipment such as printers/scanners/faxes and use only dedicated work equipment on the workstations.<br>Any use of common work equipment is restricted and managed.<br>Hand-sanitiser will be placed at all common equipment as well as signage to ensure staff follow expected hygiene procedures.                                 |                                     |                     |            |                                       |                                       |                                     |
| Use of cleaning products   | Staff, visitors, contractors, pupils | Persons undertaking the cleaning been instructed with clear safe usage instructions.<br><br>The relevant Safety Data Sheet and COSHH assessment is provided for the substances in use<br><br>Correct PPE is provided for the use of cleaning materials  | P                                   | Moderate            | Possible   | Medium                                | In place from 11th August and ongoing |                                     |
| Housekeeping   | Staff, Contractors, pupils           | Appropriate cleaning products are provided, so that staff can frequently clean their workstations during the day.<br><br>Staff provided with waste bins lined with a plastic bag so that they can be emptied without contacting the contents.<br><br>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 |                                     |

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:<br>premises work, equipment, specific tasks etc.   | People at risk                       | Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.  | EXISTING/<br>PROPOSED<br>'E' or 'P' | Possible Outcome | Likelihood | Risk rating:<br>High<br>Medium<br>Low | Proposed Timescale | Action Completed Date/Initial         |
| <b>Fire Safety Systems / Emergency Lighting</b> - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed <a href="#">here</a> |                                      |  |                                     |                  |            |                                       |                    |                                       |
| Fire, heat, burns, smoke inhalation  | Staff, visitors, contractors, pupils | Responsible person has carried out checks on your building in the following areas:<br><br>Emergency lighting suitable, sufficient and maintained.<br><br>Suitable number fire extinguishers available in required locations.<br><br>Fire hoses available and operational (If installed).<br><br>The sprinkler system including head's maintained (if fitted).<br><br>Dry / wet risers inspected and maintained (if installed).<br><br>Fire blankets available in required location.<br><br>Fire alarm and detection system for the building tested, inspected and maintained.<br><br>Means of escape clear.<br><br>Fire doors provided and maintained in good working order.<br><br>Building has suitable lightning conductors / protection. | P                                   | Extreme          | Possible   | Medium                                | August 2020        | Completed by central team - June 2020 |

| HAZARD  | AT RISK                   | CONTROL MEASURES  | PROBABILITY WORST CASE OUTCOME      |                     |            |                                       |                       |                                     |
|---|---------------------------|---|-------------------------------------|---------------------|------------|---------------------------------------|-----------------------|-------------------------------------|
|   |                           |   | EXISTING/<br>PROPOSED<br>'E' or 'P' | Possible<br>Outcome | Likelihood | Risk rating:<br>High<br>Medium<br>Low | Proposed<br>Timescale | Action<br>Completed<br>Date/Initial |
| <b>Consider:</b><br>premises<br>work,<br>equipment,<br>specific tasks<br>etc. | <b>People at<br/>risk</b> | <b>Control By:</b> guards, training, supervision, safety<br>equipment, safe working procedures, hygiene monitoring<br>etc.                        |                                     |                     |            |                                       |                       |                                     |
|   |                           | The fire risk assessment suitable & sufficient / current and<br>marking in playground support social distancing in the event of<br>an evacuation. |                                     |                     |            |                                       |                       |                                     |

| HAZARD  | AT RISK  | CONTROL MEASURES  | PROBABILITY WORST CASE OUTCOME      |                     |            |                                       |                       |                                     |
|---|--|---|-------------------------------------|---------------------|------------|---------------------------------------|-----------------------|-------------------------------------|
|   |  |   | EXISTING/<br>PROPOSED<br>'E' or 'P' | Possible<br>Outcome | Likelihood | Risk rating:<br>High<br>Medium<br>Low | Proposed<br>Timescale | Action<br>Completed<br>Date/Initial |
| <b>Consider:</b><br>premises<br>work,<br>equipment,<br>specific tasks<br>etc.   | <b>People at<br/>risk</b>                      | <b>Control By:</b> guards, training, supervision, safety<br>equipment, safe working procedures, hygiene monitoring<br>etc.  |                                     |                     |            |                                       |                       |                                     |
| <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/<br>Humidity  | Staff,<br>visitors,<br>contractors<br>, pupils | Workplace temperatures are not too hot or too cold (at least 17<br>degrees Celsius).<br><br>Measures can be taken to control temperature extremes and/or<br>humidity levels such as through computerised EHAV system.           | E                                   | Minor               | Possible   | Low                                   | Ongoing               |                                     |
| Ventilation   | Staff,<br>visitors,<br>contractors<br>, pupils | Natural ventilation is available in the workplace, e.g.<br>windows or open doorways.<br><br>If natural ventilation is insufficient, ventilators, fans or air<br>conditioners provided to ensure a consistent flow of fresh air. | E                                   | Minor               | Possible   | Low                                   | Ongoing               |                                     |



| HAZARD  | AT RISK                   | CONTROL MEASURES  | PROBABILITY WORST CASE OUTCOME      |                     |            |                                       |                       |                                     |
|---|---------------------------|---|-------------------------------------|---------------------|------------|---------------------------------------|-----------------------|-------------------------------------|
|   |                           |   | EXISTING/<br>PROPOSED<br>'E' or 'P' | Possible<br>Outcome | Likelihood | Risk rating:<br>High<br>Medium<br>Low | Proposed<br>Timescale | Action<br>Completed<br>Date/Initial |
| <b>Consider:</b><br>premises<br>work,<br>equipment,<br>specific tasks<br>etc. | <b>People at<br/>risk</b> | <b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.  |                                     |                     |            |                                       |                       |                                     |
|   |                           | Air exchange rate of the air handling system meet standard requirements for the occupants in the building.<br><br>Ventilation systems have been adequately maintained and serviced. |                                     |                     |            |                                       |                       |                                     |

| HAZARD  | AT RISK  | CONTROL MEASURES  | PROBABILITY WORST CASE OUTCOME      |                     |            |                                       |                       |  |
|---|--|---|-------------------------------------|---------------------|------------|---------------------------------------|-----------------------|--|
|   |  |   | EXISTING/<br>PROPOSED<br>'E' or 'P' | Possible<br>Outcome | Likelihood | Risk rating:<br>High<br>Medium<br>Low | Proposed<br>Timescale | Action<br>Completed<br>Date/Initial            |
| <b>Consider:</b><br>premises<br>work,<br>equipment,<br>specific tasks<br>etc.   | <b>People at<br/>risk</b>                      | <b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.  |                                     |                     |            |                                       |                       |  |
| <b>Gas Installations</b> - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here |  |   |                                     |                     |            |                                       |                       |  |
| Gas Installations   | Staff,<br>visitors,<br>contractors<br>, pupils | Gas installations e.g. boilers been inspected, tested and maintained at required frequencies.<br><br>Adequate ventilation available next to gas installations.<br><br>Gas isolation control switches available and clearly identified.<br><br>Supplier's emergency contact number clearly displayed, un-obscured and legible. | P                                   | Extreme             | Possible   | High                                  | August<br>2020        | Completed<br>by central<br>team - June<br>2020 |

| HAZARD   | AT RISK  | CONTROL MEASURES   | PROBABILITY WORST CASE OUTCOME      |                     |            |                                       |                       |   |
|--|--|--|-------------------------------------|---------------------|------------|---------------------------------------|-----------------------|---|
|  |  |  | EXISTING/<br>PROPOSED<br>'E' or 'P' | Possible<br>Outcome | Likelihood | Risk rating:<br>High<br>Medium<br>Low | Proposed<br>Timescale | Action<br>Completed<br>Date/Initial             |
| <b>Consider:</b><br>premises<br>work,<br>equipment,<br>specific tasks<br>etc.  | <b>People at<br/>risk</b>                      | <b>Control By:</b> guards, training, supervision, safety<br>equipment, safe working procedures, hygiene monitoring<br>etc.   |                                     |                     |            |                                       |                       |   |
| <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<br>Legionella  | Staff,<br>visitors,<br>contractors<br>, pupils | Tanks, taps and shower outlets inspected and maintained.<br><br>Suitable controls in place to reduce the risk of legionnaires<br>disease.<br><br>All other outlets to have been run for 5mins to eliminate standing<br>water, prior to staff returning | P                                   | Major               | Possible   | Medium                                | August<br>2020        | Completed<br>by central<br>team - June<br>20200 |
| Drinking water   | Staff,<br>visitors,<br>contractors<br>, pupils | Drinking water will be taken from taps and handwashing<br>procedures will be followed. Pupils have access to sinks in their<br>classrooms and staff will use the staffroom/rest spaces.  | P                                   | Moderate            | Possible   | Medium                                | August<br>2020        | Completed<br>by LT & HG<br>- 10.8.20            |

| HAZARD  | AT RISK  | CONTROL MEASURES   | PROBABILITY WORST CASE OUTCOME      |                     |            |                                       |                       |  |
|---|--|--|-------------------------------------|---------------------|------------|---------------------------------------|-----------------------|--|
| Consider:<br>premises<br>work,<br>equipment,<br>specific tasks<br>etc.  | People at<br>risk                              | Control By: guards, training, supervision, safety<br>equipment, safe working procedures, hygiene monitoring<br>etc.  | EXISTING/<br>PROPOSED<br>'E' or 'P' | Possible<br>Outcome | Likelihood | Risk rating:<br>High<br>Medium<br>Low | Proposed<br>Timescale | Action<br>Completed<br>Date/Initial            |
| Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here |  |  |                                     |                     |            |                                       |                       |  |
| Statutory<br>Inspections  | Staff,<br>visitors,<br>contractors<br>, pupils | Responsible person has carried out checks on your building in<br>the following areas:<br><br>Thorough examination, inspection, test and maintenance<br>certificate and logs available and up-to-date for the premises,<br>plant and equipment e.g. Local Exhaust Ventilation, Lifting<br>Equipment and Pressure Systems.   | P                                   | Major               | Possible   | Medium                                | August<br>2020        | Completed<br>by central<br>team - June<br>2020 |
| Lift Statutory<br>Inspections   | Staff,<br>visitors,<br>contractors<br>, pupils | The thorough examination, inspection, testing and maintenance<br>records for the lifts in date.  | P                                   | Major               | Possible   | Medium                                | August<br>2020        |  |
| Plant and<br>Equipment  | Staff,<br>visitors,<br>contractors<br>, pupils | There is a planned preventative maintenance schedule and<br>inventory available for key items of plant and equipment and are<br>up-to-date<br><br>All fixed guards on machinery in place, secure and well<br>maintained.<br><br>The safety devices and controls e.g. emergency stops, light<br>guards etc been checked to ensure safe operation.<br><br>Defective equipment been taken out of service awaiting repair. | E                                   | Major               | Possible   | Medium                                |                       |  |

| HAZARD   | AT RISK  | CONTROL MEASURES  |                               | PROBABILITY WORST CASE OUTCOME      |   |            |                                       |                       |                                     |
|--|--|---|-------------------------------|-------------------------------------|---|------------|---------------------------------------|-----------------------|-------------------------------------|
| Consider:<br>premises<br>work,<br>equipment,<br>specific tasks<br>etc. | People at<br>risk  | Control By: guards, training, supervision, safety<br>equipment, safe working procedures, hygiene monitoring<br>etc.   |                               | EXISTING/<br>PROPOSED<br>'E' or 'P' | Possible<br>Outcome   | Likelihood | Risk rating:<br>High<br>Medium<br>Low | Proposed<br>Timescale | Action<br>Completed<br>Date/Initial |
|  | Staff,<br>visitors,<br>contractors                         | Enough space is available for personnel to undertake their tasks<br>safely and comfortably.<br><br>Personnel have the appropriate competences and/or trained to<br>use machines/work equipment. |                               |                                     |   |            |                                       |                       |                                     |
| Signed:  | Lyndsay Taylor<br><i>Theresa Bennett</i><br>Heather Greggs | Assessment Date:<br>10.8.20   | Further action<br>required: N |                                     | Action Review Date(s):17.06.21<br><br>Next Review Date: August 2021 |            |                                       |                       |                                     |
| Name:  | L Taylor<br>Theresa Bennett<br>H Greggs                    |   |                               |                                     |   |            |                                       |                       |                                     |
|  |  |   |                               |                                     |   |            |                                       |                       |                                     |

## Action Plan

| Point Ref | Details of Corrective Action Required  | Timescale   | Responsible Person                       | Closed Out |
|-----------|--|-------------|--|------------|
| A1        | Risk assessment for all staff to be complete, agreed and shared  | June 2020   | Line managers/H&S                        | Completed  |
| A2        | Risk assessment for staff with self-declared health condition to be undertaken and agreed with Trade Unions  | June 2020   | Line Managers/H&S                        | Completed  |
| A3        | Any pupils requiring a risk assessment will have one prior to them returning to school. This will be created in consultation with families                           | August 2020 | PSA/SLT                                  | Completed  |
| A4        | Tracking system to be developed and maintained for vulnerable staff  | June 2020   | CJ//P&O/line managers                    | Completed  |
| A5c       | Guidance on school building arrangements for each building to be created and circulated as appropriate. This includes all relevant signage                           | June 2020   | HTs /Corporate Landlord                  | Completed  |
| A5-A9     | Staff training around handwashing, PPE, social distancing, Test, Trace and Isolate and 'keep-left' systems to be developed and completed by all staff                | June 2020   | HTs/PPE working group/Corporate Landlord | Completed  |
| B6/B7     | Contractor and visitor to schools protocol and policy to be updated and shared with all schools. This included further guidance from ACC Transport for Pupil Escorts | June 2020   | Corporate Landlord<br>ACC Transport      | Completed  |
| B8        | Co-ordinated procurement of PPE including hand sanitiser and cleaning materials  | June 2020   | FL/H&S                                   | Completed  |
| C         | Soft furnishings/blinds/mats etc to be removed where safe to do so   | August 2020 | HTs /Corporate Landlord                  | Completed  |
| C1        | Each school building to be deep cleaned before staff and/or pupils return  | June 2020   | Facilities                               | Completed  |
| C2-4      | Cleaning guidance issued to all schools  | June 2020   | Facilities                               | Completed  |
| C8        | Provision of appropriate cleaning products and usage instruction to school staff   | June 2020   | Facilities                               | Completed  |
| D1-6      | All required building related safety inspections undertaken and completed  | August 2020 | Corporate Landlord                       | Completed  |

|                     |  |  |  |  |
|---------------------|--|--|--|--|
|                     |  |  |  |  |
| Additional Comments |  |  |  |  |

Signed: L Taylor  
T Bennett  
H Greggs \_\_\_\_\_ Date: 12.08.20 \_\_\_\_\_

Signed: L Taylor  
H Greggs \_\_\_\_\_ Date: 17/12/20 \_\_\_\_\_

Level 4 update:

Signed: L Taylor  
H Greggs \_\_\_\_\_ Date: 25/3/21 \_\_\_\_\_

Level 3 update:

Signed: L Taylor  
S Muldoon & M Benzahia \_\_\_\_\_ Date: 26.4.21 \_\_\_\_\_

Level 1/2 update:

Signed:

L Taylor  
S Muldoon & M Benzahia

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Date:

17.6.21

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