



## COVID-19 Health & Safety Risk Assessment

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
<b>Consider:</b> premises work, equipment, specific tasks etc.	<b>People at risk</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
<b>Employee Safety –</b>								
Psychological well being	Staff	<p>Regular communication is in place (individual and group) to ensure staff are not ill-informed about returning to work safely.</p> <p>New workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in procedures and policies and disseminated to employees through line managers and HR. 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>Guidance for managers and employees on the Zone. <a href="https://peopleanytime.aberdeencity.gov.uk/coronavirus-advice-for-employees/">https://peopleanytime.aberdeencity.gov.uk/coronavirus-advice-for-employees/</a></p> <p>Managers hold regular informal discussions with their team and look at ways to reduce causes of stress.</p> <p>Concerns on workload issues or support needs are escalated to line manager. Managers are trained to recognise signs and symptoms that a person is working beyond their capacity to cope and deal sensitively with employees experiencing problems outside of work.</p>	P	Major	Possible	Medium	ongoing	ongoing
Psychological wellbeing Continued	–  Staff							



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		<p>Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs.</p> <p>Undertake a review of your stress risk assessment to reflect new working arrangements. Where you have made significant adjustments to employee's working practices, a review must be undertaken.</p> <p>Employees are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc) through line managers.</p> <p>All ACC policies adhered to at all times.</p>						
<p>Virus transmission in the workplace</p>	<p>Staff, visitors, contractors , pupils</p>	<p>Any employee/service user showing symptoms of Covid-19 or sharing a house with someone with Covid-19 should remain at home as per the government's guidance.</p> <p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <p>Test and Protect information: <a href="https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect-information-leaflet-2/pages/coronavirus-covid-19-test-and-protect---step-by-step-guide/">https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect-information-leaflet-2/pages/coronavirus-covid-19-test-and-protect---step-by-step-guide/</a></p> <p>The inspection checklist above has been undertaken to identify the control measures to consider reducing the risk of workplace infections and as part of a proactive monitoring regime and</p>	P	Extreme	Possible	High	June 2020	10.8.20 NH



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<p>Virus transmission in the workplace – Continued</p>	<p>Staff, visitors, contractors, pupils</p>	<p>checking that preventative and protective control measures are implemented in line with current health and safety general duties.</p> <p>All employees requested to attend a school building should review this risk assessment, feedback any concerns and agree the content at school level. This has been completed through a consultative Recovery Working Group. All staff have had the opportunity to comment. The risk assessment should then be circulated to all staff and a copy shared with the school QIM and school TU reps.</p> <p>Training arrangements have been developed including refresher sessions to ensure staff have been trained before returning to work on any new procedures.</p> <p>Work has been arranged so that staff are able to maintain the government guidelines for social distancing based on our industry (The latest Guidance on these measure can be found by clicking the following link <a href="#">Social Distancing Guidelines</a>).</p> <p>Staff activities are segregated to promote 2 meters distance. Staff face to face contact has been limited with each other to 15 minutes or less.</p> <p>A one-way flow system is implemented and visual aids, such as floor strips, signage are used for maintaining two meters distance.</p> <p>Employees are educated on preventative care.</p> <p>Hygiene guidance is given such as avoiding touching eyes, nose, mouth and unwashed hands, cover your cough or sneeze with a tissue, and throw it away in a bin and wash your hands.</p>						



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<p>Virus transmission in the workplace – Continued</p>	<p>Staff, visitors, contractors, pupils</p>	<p>Posters are displayed that encourage staying home when sick, cough and sneeze etiquette.</p> <p>Alcohol hand gel has been placed at the entrance to the workplace and in other areas where they will be seen.</p> <p>Staff have been instructed to clean their hands frequently, to wash their hands with soap and water for at least 20 seconds followed by the use of an alcohol-based hand sanitiser that contains at least 60-95% alcohol.</p> <p>Soap and water and alcohol-based hand rubs are provided in the workplace and adequate supplies are maintained.</p> <p>Staff bring their own provisions in for lunch. Social gathering amongst employees have been discouraged whilst at work.</p> <p>Staff requested to keep in touch through remote technology such as phone, internet and social media.</p> <p>Staff have been separated into teams to reduce contact between employees.</p> <p>Teacher desks/workstations rearranged to maintain a minimum of 2 meters from pupils desks.</p> <p>Advice is shared with staff members and staff have been fully briefed and kept up to date with current advice on staying protected through the company lines of communications (i.e line managers, HR) and shared with staff.</p>						



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		<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>. 19 has 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>Staff discouraged from hand shaking and general close personal greetings</p> <p>Employees are made aware of the impact of COVID 19 on their job/change of working environment.</p> <p><b>Staff and pupils to wear face covering whilst in the corridors and in communal areas.</b></p> <p><b>Staff will supervise pupils entering the school building to ensure that only pupils enter</b></p>						
<p>Someone entering the workplace with COVID-19</p>	<p>Staff, visitors, contractors, pupils</p>	<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.</p> <p>Parents will be encouraged to make contact by email / phone and not in person.</p>	P	Extreme	Possible	Medium	June 2020 and ongoing	10.8.20 NH



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<p>Someone entering the workplace with COVID-19</p>	<p>Staff, visitors, contractors, pupils</p>	<p>Anybody visiting site will be informed that they are not to enter if they're experiencing COVID-19 symptoms and will be advised to self-isolate in line with government recommendations.</p> <p>Work with our supply chain to ensure that they're adopting good practices to prevent the spread of COVID-19 to discuss arrangements and control measures. Visitors especially contractors should be by appointment only. Contact details to be recorded when signing in. Discuss arrangements with Corporate Landlord. Staff are made aware of COVID-19 symptoms via training sessions and visual aids such as posters in key locations.</p> <p>External visitors will be actively discouraged. Parents will be encouraged to make contact by email / phone and not in person.</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>						



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<b>Travel, Access &amp; Egress</b>								
Travelling to work/school	Staff, pupils, visitors, contractors	<p>Wherever possible private transport should be used to maintain isolation from the public when commuting to the school building.</p> <p>If public transport or car sharing cannot be avoided, staff or pupils should be encouraged to follow current government advice in respect of "face coverings".</p> <p>School transport will be available, but hand sanitising must take place before every journey, pupils should be encouraged to follow current government advice in respect of "face coverings".</p> <p>Parking restrictions (no parent or pupil vehicles) to maintain social distancing measures in place include agreed reverse parking to limit possible exiting of cars from same side. Parents/carers are encouraged to adopt a 'Park and Stride' approach, dropping off pupils at an appropriate distance from the school.</p> <p>On arrival at the site, pupils and staff will thoroughly wash their hands at entrances for at least for 20 seconds or use hand sanitiser gel immediately on entry to the workplace.</p> <p>Pupils are encouraged to avoid travelling to school on either public or school transport with walking being promoted where safe to do so.</p> <p>For those using bicycles, bike racks will have to limit contact and to maintain social distancing protocols.</p>	E	Moderate	Possible	Medium	June 2020	Ongoing NH



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Driving at work	Staff, Contractors	Staff roles that are required to car share are considered and whether this could continue.	P	Minor	Possible	Medium	August 2020	10.8.20 NH
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><b>Staff will supervise pupils entering the school building to ensure that only pupils enter</b></p> <p>Access and exit from a building involving signing in/out at reception digitally managed, any touchscreen technology avoided.</p> <p>External visitors will be actively discouraged. Parents will be encouraged to make contact by email / phone and not in person. Any essential visitors confined to strictly defined areas and unnecessary movements around the building avoided.</p> <p>Advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and where people congregate. Hand sanitiser pump action containers are available in every work area and on main travel routes through the building/site including access and egress areas.</p> <p>Signs displayed reviewed and replaced as necessary.</p> <p>Reception to record visitors time in/out and visitors to provide reception staff with contact details.</p>	P	Major	Possible	Medium	June 2020	10.8.20 NH





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Orientation/ Training	Staff, pupils, visitors (agreed only in advance)	<p>Training arrangements have been developed including refresher sessions to ensure staff have been trained before returning to work on any new procedures.</p> <p>Service Users should receive a copy of the 'Returning to School Guide'.  <u>Prior to August 11<sup>th</sup></u>            All staff must complete health and safety orientation:</p> <ul style="list-style-type: none"> <li>• Social distancing and one-way system plans</li> <li>• Handwashing training</li> <li>• PPE Training</li> <li>• Updated First Aid Training (for relevant staff)</li> <li>• Updated Fire Evacuation Procedures (The latest Guidance on these measure can be found by clicking the following link <a href="#">Social Distancing Guidelines</a>).</li> </ul> <p><u>On first day of school entry</u></p> <p>Service Users should complete health &amp; safety orientations including:</p> <ul style="list-style-type: none"> <li>• Social distancing and one-way system plans in place for staff and other adults.</li> <li>• Handwashing training</li> </ul> <p>All Staff and pupils will take responsibility for challenging those not following guidance.</p>	P	Major	Possible	High	August 2020	Ongoing NH
Personal Hygiene	Staff, pupils, visitors (agreed	Staff will follow good infection control guidance. ( <a href="#">Infection Prevention and Control in Childcare Settings (Day Care and Childminding Settings)</a> ).	E	Major	Possible	High	August 2020	Ongoing NH



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	<p>only in advance)</p>	<p>Handwashing procedure posters are displayed in areas where handwashing takes place.</p> <p>All pupils and staff will wash hands before entering setting and build handwashing into daily routine</p> <p>Where hand washing facilities are limited, hand sanitiser will be provided. Classrooms and work areas which do not have a sink will have a supply of hand sanitiser.</p> <p>Employees or service users who suffer dry skin/dermatitis will carry their own hand cream.</p> <p>Where tissues are used they will be binned immediately, then hands will be washed.</p> <p>All will be encouraged and reminded to avoid touching eyes, nose and mouth with unwashed hands and to cough directly to crook of elbow.</p> <p>Staff/service users will be encouraged to tie back long hair where appropriate and change clothes daily.</p> <p>Handwashing will take place:</p> <ul style="list-style-type: none"> <li>• When entering the building</li> <li>• After using the toilet</li> <li>• After blowing the nose</li> <li>• After sneezing or coughing</li> <li>• When changing classroom</li> <li>• Prior to entering school transport</li> </ul>						



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		<ul style="list-style-type: none"> <li>Changing class rooms</li> <li>Before and after eating and handling food</li> <li>Before leaving the building</li> <li>Getting into their car, school/public transport</li> <li>When arriving home</li> </ul>						
Maintaining 2m distancing	Staff, pupils, visitors (agreed only in advance)	<p>Social distancing between staff /adults and pupils while at work is maintained by continuing to limit social interactions by staggering start/finish times and lunchtime.</p> <p>Identify an isolation area where pupils can wait and a process for them to be moved to outside to meet parents to be taken home.</p> <p>Timetable organised to reduce movement of pupils around the school as much as possible.</p> <p>Social gathering amongst employees have been discouraged whilst at work. Staffroom altered and numbers limited to take account of social distancing and to provide a rest area for staff.</p> <p>Staff requested to keep in touch through remote technology such as phone, internet and social media.</p> <p>This would include attendance at school of psychologists, nurses, social workers, etc. being kept to an absolute minimum. The use of remote technology (digital/virtual meetings) methods, meetings in outdoor settings (where possible) to support children should be used initially.</p>	P	Major	Possible	High	August 2020	10.8.20



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		<p>Staff have been separated into teams to reduce contact between employees. E.g. Non-teaching, by Faculty, ASN etc.</p> <p>Staff activities are segregated to promote 2 meters distance.</p> <p>No staff face to face contact, all contact to be a 2 metres distance.</p> <p>A one-way flow system of keeping left when moving around corridors and stairs is implemented and visual aids, such as floor strips, signage are used for maintaining two meters distance.</p> <p>Staff and pupils to wear face covering whilst in the corridors and in communal areas.</p> <p>Teacher workstations to be arranged to maintain a minimum of 2 meters from pupils and other staff. with staff facing in opposite directions where possible (e.g. Teachers workstation in class, school office).</p> <p>Thorough orientation and ongoing reminders all staff and adults to maintain 2m distancing where possible.</p> <p>Classrooms should be set up with desks facing the front where possible, so that young people do not face each other. 2m physical distancing is required between staff</p>						



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		<p>and pupils, with PPE mitigations required where this cannot be realised.</p> <p>Physical contact will be minimised and only take place where a risk assessment has been completed and appropriate PPE arrangements in place (Education PPE Guidance to be followed).</p> <p>Emergency evacuation procedures/ fire drill &amp; muster point updated and shared with employees / service users prior to or on day of entry.</p> <p>Minimise contact with surfaces, e.g. tables, furniture and where there is reason for multiple use, items should be wiped prior to and following use.</p> <p>Items that come into contact with your mouth such as cups &amp; bottles will not be shared.</p> <p>Individual learners will be provided with one use resource where practical and where not, these will be wiped down between use with wipes provided.</p> <p>The outdoor areas will be used regularly, where possible, to support social distancing and staff will plan for this.</p> <p>Social / activity gatherings amongst pupils have been restricted so that spaces / areas do not become crowded. This includes incremental reintroduction of collective activities (that cross classes) such as assemblies, drama, choirs, PE (gym).</p>						



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		<p>Numbers of employees/service users in a room will be restricted to comply with capacity figures of each individual room.</p> <p>All staff to monitor practice and alert SLT of any potential risks. This will trigger a review of this risk assessment</p> <p>If a service user refuses to comply with ACC risk assessment, they will be asked to work from home.</p>						
Dining arrangements	Staff, pupils, visitors (agreed only in advance)	<p>Staff should bring their own snack etc for morning interval if required and packed lunch for the first week. The provision of free school meal vouchers will continue until 14 August.</p> <p>For week commencing Monday 17th August, packed lunch service will be provided. Further discussions will be required on a site by site basis as to how service will be delivered and from where.</p> <p>For week commencing Monday 24th August, return to full service. Again further discussions will be required on a site by site basis to determine exactly how service will be provided.</p> <p>Morning breaks and lunch breaks should be staggered to reduce number of pupils queuing / congestion in the dinning hall.</p>	P	Moderate	Possible	Medium	July 2020	Ongoing NH



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		Any uneaten food / waste wrappers etc will be taken home, to help reduce the risk of infection spread.						
Use of Toilets	Staff, pupils, visitors (agreed only in advance)	There will be a strong emphasis on hand washing after visiting the toilet.  Toilets will be cleaned at various points throughout the school day.	P	Minor	Possible	Medium	August 2020	Ongoing NH
Employees / Service user becomes unwell	Staff, pupils, visitors (agreed only in advance)	In line with procedures and guidance, only allow employees and service users in good health to be in the setting. If someone develops any of the symptoms: <ul style="list-style-type: none"> <li>• <b>a high temperature</b> – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>• <b>a new, continuous cough</b> – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</li> <li>• <b>loss or change to your sense of smell or taste</b> – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal</li> </ul> <p>Follow current NHS guidance  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a>  All school staff will be asked to familiarise themselves with the local <u>Test, Trace, Isolate and Support Strategy</u>.</p> <p>Follow procedures to remove from setting where someone becomes unwell</p> <p><b>Employee</b></p>	E	Extreme	Possible	High	August 2020	Ongoing NH



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		<ul style="list-style-type: none"> <li>Immediately leave the building and go directly home (consider cover arrangements in this situation)</li> </ul> <b>Service User</b> <ul style="list-style-type: none"> <li>Isolation area within the building identified in case of any individuals who present as unwell during the session</li> <li>Emergency contact list accessible and up to date</li> <li>Request for immediate collection by parents/carers</li> <li>On collection, immediately leave the building and go directly home</li> </ul> Facilities informed and deep clean carried out						

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<b>Cleaning and hygiene measures</b>								
Environmental Cleaning	Staff, visitors,	A deep clean of the property / site before returning is performed if required.	P	Minor	Possible	Low	05/06/20	10.8.20





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	contractors , pupils							
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	
Commonly touched surfaces	Staff, visitors, contractors , pupils	All hand contact points cleaned on a frequent basis throughout the day including, door handles, light switches, furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, toilets, canteen / food preparation areas.  Where practical, curtains and blinds are removed to minimise the areas where viruses can be difficult or time consuming to remove.  Blinds kept opened and locked if they cannot be removed.  Rugs and mats are removed where safe to do so to make cleaning and disinfection of floors easier. Appropriate cleaning products are used during daily preventative clean regime.  Staff avoid touching common pieces of equipment such as printers/scanners/faxes and use only dedicated work equipment on the workstations.  Any use of common work equipment is restricted and managed.	P	Moderate	Possible	Medium	In place from 11th August and ongoing	



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Use of cleaning products	Staff, visitors, contractors , pupils	Persons undertaking the cleaning been instructed with clear safe usage instructions.  The relevant Safety Data Sheet and COSHH assessment is provided for the substances in use  Correct PPE is provided for the use of cleaning materials	P	Moderate	Possible	Medium	In place from 11th August and ongoing	
Housekeeping	Staff, Contractors, pupils	Appropriate cleaning products are provided, so that staff can frequently clean their work stations during the day.  Staff provided with waste bins lined with a plastic bag so that they can be emptied without contacting the contents.  Staff are instructed that the emptying of bins and wastepaper baskets should be followed by hand washing.	P	Moderate	Possible	Medium	In place from 11th August and ongoing	

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:



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Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
<b>Fire Safety Systems / Emergency Lighting</b> - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed <a href="#">here</a>								
Fire, heat, burns, smoke inhalation	Staff, visitors, contractors, pupils	Responsible person has carried out checks on your building in the following areas:  Emergency lighting suitable, sufficient and maintained.  Suitable number fire extinguishers available in required locations.  Fire hoses available and operational (If installed).  The sprinkler system including head's maintained (if fitted).  Dry / wet risers inspected and maintained (if installed).  Fire blankets available in required location.  Fire alarm and detection system for the building tested, inspected and maintained.  Means of escape clear.  Fire doors provided and maintained in good working order.  Building has suitable lightning conductors / protection.  The fire risk assessment suitable & sufficient / current.	P	Extreme	Possible	Medium	August 2020	Aug 20



HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
<b>Ventilation / Humidity / Lighting &amp; Heating</b> Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Temperature/ Humidity	Staff, visitors, contractors , pupils	Workplace temperatures are not too hot or too cold (at least 17 degrees Celsius).  Measures can be taken to control temperature extremes and/or humidity levels such as through computerised EHAV system.	E	Minor	Possible	Low		Aug 20
Ventilation	Staff, visitors, contractors , pupils	Natural ventilation is available in the workplace, e.g. windows or open doorways.  If natural ventilation is insufficient, ventilators, fans or air conditioners provided to ensure a consistent flow of fresh air.  Air exchange rate of the air handling system meet standard requirements for the occupants in the building.  Ventilation systems have been adequately maintained and serviced.	E	Minor	Possible	Low		Aug 20



HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
<b>Consider:</b> premises work, equipment, specific tasks etc.	<b>People at risk</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
<b>Gas Installations</b> - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Gas Installations	Staff, visitors, contractors , pupils	Gas installations e.g. boilers been inspected, tested and maintained at required frequencies.  Adequate ventilation available next to gas installations.  Gas isolation control switches available and clearly identified.  Supplier's emergency contact number clearly displayed, un-obscured and legible.  Gas cylinders being used safely (if used).	P	Extreme	Possible	High	August 2020	Aug 20

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
<b>Consider:</b> premises work, equipment, specific tasks etc.	<b>People at risk</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
<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								



HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Water outlets Legionella	Staff, visitors, contractors , pupils	Tanks, taps and shower outlets inspected and maintained.  Suitable controls in place to reduce the risk of legionnaires disease.  Showers been run at maximum temperature for 5mins to eliminate standing water and eradicate legionella bacteria.  All other outlets to have been run for 5mins to eliminate standing water, prior to staff returning	P	Major	Possible	Medium	August 2020	Aug 20
Drinking water	Staff, visitors, contractors , pupils	Drinking water facilities to be switched off and covered. Notice put up to advise not in use.	E	Moderate	Possible	Medium	August 2020	10.8.20



HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Statutory Inspections	Staff, visitors, contractors , pupils	Responsible person has carried out checks on your building in the following areas:  Thorough examination, inspection, test and maintenance certificate and logs available and up-to-date for the premises, plant and equipment e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems.	P	Major	Possible	Medium	August 2020	Aug 20
Lift Statutory Inspections	Staff, visitors, contractors , pupils	The thorough examination, inspection, testing and maintenance records for the lifts in date.	P	Major	Possible	Medium	August 2020	Aug 20
Plant and Equipment	Staff, visitors, contractors , pupils	There is a planned preventative maintenance schedule and inventory available for key items of plant and equipment and are up-to-date  All fixed guards on machinery in place, secure and well maintained.  The safety devices and controls e.g. emergency stops, light guards etc been checked to ensure safe operation.  Defective equipment been taken out of service awaiting repair.	E	Major	Possible	Medium		Aug 20



HAZARD	AT RISK	CONTROL MEASURES		PROBABILITY WORST CASE OUTCOME					
				EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.							
	Staff, visitors, contractors	<p>Enough space is available for personnel to undertake their tasks safely and comfortably.</p> <p>Personnel have the appropriate competences and/or trained to use machines/work equipment.</p>							
Signed:		Assessment Date: 04.08.2020	Further action required: Y/N	Action Review Date(s):					
Name:				Next Review Date:					





