



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
Employee Safety –								
Psychological well being	Staff	<p>Regular communication is in place with staff, through virtual meetings and email, to ensure they are informed on COVID safe behaviours. Staff have the opportunity to raise any individual concerns with their line manager on a 1:1 basis.</p> <p>Employees are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc) through line managers and are signposted to. https://peopleanytime.aberdeencity.gov.uk/coronavirus-advice-for-employees/</p> <p>Line managers are aware of how major changes to working arrangements may cause additional work-related stress and affect their employees' mental health and wellbeing. In partnership with People & Organisation Stress Risk assessments are used on an individual basis as appropriate.</p> <p>Staff who are in vulnerable groups have individual risk assessments which are reviewed and updated regularly.</p>	E	Major	Possible	Medium	ongoing	ongoing



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<p>Consider: premises work, equipment, specific tasks etc.</p>	<p>People at risk</p>	<p>Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.</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>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>Test and Protect information: https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect-information-leaflet-2/pages/coronavirus-covid-19-test-and-protect---step-by-step-guide/</p> <p>Specific individual worker risk assessment has been undertaken for those who have a self-declared health condition which could increase their risk profile. A review of individual risk assessments for shielding staff (The Chief Medical Officer will issue a two-week fit note to applicable staff). Staff were advised by letter on the 23rd to seek advice but any who have been unable to do so should work from home in the meantime. 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>All staff, partners and senior pupils who are working within the school have been offered COVID19 self-testing testing kits. Tests to be done twice weekly and results recorded. Anyone who has a positive result must inform their line manager, self-isolate along with their family and organise a test at a testing centre.</p> <p>The inspection checklist above has identified the control measures that have been put in place to reduce the risk of workplace infections. It details our monitoring regimes to ensure</p>	E	Major	Possible	High	June 2020	10.8.20 NH



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		<p>compliance with the current national guidance. List of mitigations below:-</p> <ul style="list-style-type: none"> • Separate entrances for each year groups to minimise contact between different year groups • One-way system in place with markings on floor and walls. Keep left signs in place where areas are two way. Stairs identified as either for going up or coming down (exception of stairway to 3rd floor). Feature staircase not in use. • Entrances are supervised by senior members of staff, checking for hand sanitising and face coverings and that only pupils enter. Face coverings issued to anyone who has lost or forgotten their face covering. • Staff and pupils to wear face coverings whilst in the corridor and in social areas. • Posters up around school to remind everyone to wear face masks. • Pupils to use hand gel when entering the building and prior to leaving (gel stations at entrances/exits) • There is no tutor period in the morning to cut down the number of movements and the fixing of year groups. • Work surfaces are sprayed by the teacher with COVID Guard at the end of the lesson and pupils entering the class wipe their own work area. • Pupils to wash hands or use hand gel after (hand gel in all rooms without sinks) entering and prior to leaving classrooms • Rooms with sinks have notices to identify which sinks are to be used for handwashing. 						



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		<ul style="list-style-type: none"> Classrooms set up with all pupils in rows facing front (Exception; D&T, Business & Computing where perspex has been installed between work stations to separate pupils). Use of visualisers in HE and D&T for demonstrations Screens around teacher's demonstration area in HE Staff to maintain 2m distancing from pupils. Senior pupils to maintain 2m distance from each other in classrooms Pupils to come to school dressed for PE on days they have PE as per Education Scotland PE Guidance. All PE activities will take place outside. Resources are being used safely - e.g. no sharing of textbooks, quarantining of jotter and paper, cleaning of equipment after use All Education Scotland and SSERC advice is being followed with regard to practical subjects. Enhanced cleaning regime in place with additional full time cleaner employed – touchpoints, handles etc being cleaned regularly throughout the day. Outdoor tables cleaned by cleaners at the end of each lunch break. PSA's check all classrooms/entrances/exits are stocked with sufficient hand gel, blue towels, wipes, tissues and COVID guard spray daily. Staff to complete google form to keep record of pupils who go out of to the toilet during class time. Staggered morning break for S1-S3 and for S4-S6 pupils. 						



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		<ul style="list-style-type: none"> • Pupils expected to go outside once they have eaten during intervals and re-enter by their designated entrance. • Pupils asked to sanitise hands on exit and on re-entry to school – supervised by staff. • Kitchen staff clean tables and chairs between the S1-S3 and S4-S6 morning break. • Staggered start of lunch for S1-S3 and S4-S6 pupils. • Adverse weather – year groups assigned area to go to – social distancing to be upheld – supervised by PSA's and Senior Management. • Staggered end of day for S1-S2, S3-S4 and S5-S6 pupils – pupils to leave by the nearest available exit following the one-way system, sanitising hands as they leave. • Senior members of staff supervise pupils going onto the buses ensuring that they are wearing face coverings. • Booths in canteen, first and second floor are taped up and “not in use” notices displayed so pupils do not face each other. • Some benches in canteen have been removed so that pupils are all facing one direction (stickers on tables to face towards the main servery). • Staff to follow the school ventilation flowchart. Where possible, windows and doors to be kept open for ventilation. • Disposable facemasks are issued and worn by pupils during practical sessions in HE and Design & Technology • Disposable aprons to be worn during practical sessions in HE 						



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		<ul style="list-style-type: none"> • Individual risk assessments for staff at risk • Staff advised they must maintain 2m distance from each other and pupils • Teachers desks have been set up 2m away from pupils desks (exemption of HE – staff consulted). • Screens installed between desks in school office and shared guidance rooms. • Staffroom restricted with chairs identified as not in use. • Senior phase pupils and their staff to wear fluid resistant face coverings in classrooms. • Staff teaching junior phase pupils do not need to use facemasks in class however they will be supported if they wish to wear one. • Staff face to face contact to be limited to 15 minutes (must wear fluid resistant face masks). • Staff bases/tutorial rooms – desks identified as not to be used so that social distancing is maintained. • Notice on the doors of rooms used by staff advising of maximum, number of people to be in a room at any one time. • Wipes provided in rooms so staff can wipe down equipment between use by different individuals. • Parents and carers of children on the shielding list are requested to gain clinical advise on the suitability of in school attendance for children. • PPE to be worn by staff who come within 2m of a pupil. • First Aiders trained in the wearing of PPE. • First Aiders aware that First Aid resuscitation issue for children should be in line with the following guidance in that rescue breaths are given by the trained First Aider: 						



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		<p>https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19</p> <ul style="list-style-type: none"> • Restricted use of reprographics machines and wiped down after use.. • Deliveries to be left at reception – janitors to bring deliveries into the school. • Water fountains have been switched off if they do not have the facility to fill water bottles and covered. Notices up to advise for filling water bottles only or not in use. • Lifts restricted to one person unless a person requires assistance. • Staff and pupils not to come to school if they have COVID19 symptoms but to self-isolate as per government instructions and arrange a test. • Any pupils feeling unwell during the school day to be held in the identified isolation room until collected. Exit will be through the external door in the isolation room. Deep clean of isolation room to take place after use • Any staff with symptoms during the school day to leave immediately wearing a face mask and avoid public transport. Staff advised on Aberdeen City Council's procedures for arranging a test and reporting outcome of test. • Emergency Evacuation updated - staff/pupils to leave by nearest exit, ignoring one way system, in the event of an emergency evacuation. • Staff to maintain social distancing during an emergency evacuation. 						



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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.						
		<ul style="list-style-type: none"> Hygiene guidance posters displayed throughout the school. Signage on effective hand washing and advisory hand washing signage displayed throughout the school. Staff to monitor practice and alert Senior Leadership Team of any potential risks. Any risks highlighted will trigger a review of this risk assessment. Any pupils/staff refusing to comply with this risk assessment will be asked to work from home. Staff advised that meetings should be held virtually. Regular newsletter to parents via email as update/reminder and to reinforce messages at home. Temporary suspension of young people attending college settings and/or other schools through consortium arrangements. School activities and clubs outside the usual school timetable are suspended . Staff will not move between schools but will work in only one school. 						
Someone entering the workplace with COVID-19	Staff, visitors, contractors , pupils	<p>All staff, partners and senior pupils who are working within the school have been offered COVID19 self-testing testing kits. Tests to be done twice weekly and results recorded. Anyone who has a positive result must inform their line manager, self-isolate along with their family and organise a test at a testing centre.</p> <p>Staff and pupils have been 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 or who have tested positive with COVID-19.</p>	E	Extreme	Possible	High	June 2020 and ongoing	10.8.20 NH



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		<p><u>Pupil</u> Pupils who display symptoms whilst in school will report to the office for a first aider to be called. First aider will collect pupil in full PPE and take pupil to identified isolation room where they will be attended to until the parent can collect them. Identified isolation room is in the main building ground floor with an external exit door where parent can wait outside for them to be taken out to them. In the event of an emergency an ambulance will be called.</p> <p><u>Staff</u> If a staff member displays symptoms whilst at work, they must advise a member of SMT immediately. If the staff member is well enough to travel home in their own transport they must leave immediately by the nearest exit. If the staff member is too unwell to travel themselves they will wait in the identified isolation area until they can be collected.</p> <p><u>Visitors</u> External visitors/parents are actively encouraged to make contact by email / phone and not in person.</p> <p>As yet visitors are not accessing the building as a matter of course. Where an appointment has been arranged the following procedure will be invoked:</p> <ul style="list-style-type: none"> • The visitor will be attended to at the main school entrance by office staff • They will be asked to confirm that they are not displaying COVID-19 symptoms. • Those displaying symptoms will not be permitted access. <p>Companies who regularly attend our premises or those ACC work alongside should provide their health and safety</p>						



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Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
		<p>policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19.</p> <p>ACC are working with their supply chain to ensure that they're adopting good practices to prevent the spread of COVID-19 to discuss arrangements and control measures. Contractors are by appointment only.</p>						

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Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Travel, Access & Egress								
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 distancing and face coverings.</p> <p>School transport is available, but hand sanitising must take place before every journey and face coverings must be worn .</p> <p>Parking is available for staff only with reverse parking policy in place.</p>	E	Moderate	Possible	Low		Ongoing NH



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Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
		<p>Parents/carers must drop pupils off out with the school grounds and are encouraged to adopt a 'Park and Stride' approach.</p> <p>Staff and pupils are encouraged to walk to school where safe to do so.</p> <p>Bike racks are available for staff and pupils.</p>						
Driving at work	Staff, Contractors	We have no roles that require staff to drive as part of their remit.	P	Minor	Possible	Low		10.8.20 NH
Entry and exit to building	Staff, visitors, contractors , pupils	<p>Contractors are signed in by Janitorial staff where contact detail information is recorded for Test & Protect purposes. Contractors must wear face coverings at all times.</p> <p>External visitors are actively discouraged. Parents are encouraged to make contact by email / phone and not in person. Any essential visitors are confined to strictly defined areas with unnecessary movements around the building avoided. Reception record visitors time in/out and visitors to provide reception staff with contact details for Test & Protect.</p> <p>Deliveries are left at reception with Janitorial staff bringing the items into the school building.</p> <p><u>Pupils</u> Each year group to enter the building by designated door and leave by nearest exit.</p> <p>Senior management will supervise pupils entering the school building (morning, break and lunchtimes) to ensure that pupils</p>	E	Minor	Possible	Low	ongoing	10.8.20 NH



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		<p>sanitise their hands, wear face coverings and that only pupils enter.</p> <p>Pupils must sanitise hands on entry and exit to classrooms. Classroom teachers will supervise this.</p> <p>Staff Staff must sanitise hands on entry and exit to the building.</p> <p>Staff leaving during the course of the day will be signed in/out at reception by a member of the office staff.</p> <p>Advisory hand washing signage displayed throughout the building/site. Signs displayed reviewed and replaced as necessary by technicians.</p> <p>Hand sanitiser pump action containers are available at entrances and in every work area.</p>						
Orientation/ Training	Staff, pupils, visitors (agreed only in advance)	<p>Staff, pupils and parents were provided with the School Return Plan which detailed guidance on the following:</p> <ul style="list-style-type: none"> ● Social distancing and one-way system ● Handwashing ● PPE ● Updated First Aid (for Pupil Support Assistants) ● Updated Fire Evacuation Procedures <p>Any new staff or pupil who did not take part in the August induction programme are provided with the presentation</p>	E	Major	Possible	Medium		11.8.20 NH



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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.						
		materials as part of either the pupil enrolment procedure or staff induction. All Staff and pupils will take responsibility for challenging those not following guidance.						
Personal Hygiene	Staff, pupils, visitors (agreed only in advance)	Staff will follow good infection control guidance. (Infection Prevention and Control in Childcare Settings (Day Care and Childminding Settings)). Handwashing procedure posters are displayed in areas where handwashing takes place. Employees or service users who suffer dry skin/dermatitis will carry their own hand sanitiser. Where tissues are used they are binned immediately and then hands are washed. Staff and pupils are encouraged and reminded to avoid touching eyes, nose and mouth with unwashed hands and to cough directly to crook of elbow. Staff and pupils are encouraged to change clothes daily. Staff and pupils have been advised that handwashing should take place: <ul style="list-style-type: none"> • When entering the building • After using the toilet • After blowing the nose • After sneezing or coughing 	E	Major	Possible	Medium		Ongoing NH



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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.						
		<ul style="list-style-type: none"> • When changing classroom • Prior to entering school transport • Changing class rooms • Before and after eating and handling food • Before leaving the building • Getting into their car, school/public transport • When arriving home 						
Maintaining 2m distancing	Staff, pupils, visitors (agreed only in advance)	Minimising movement procedures in place as follows: <ul style="list-style-type: none"> • Staggered morning break for S1-S3 and for S4-S6 pupils. • Pupils expected to go outside once they have eaten during intervals and re-enter by their designated entrance • Staggered start of lunch for S1-S3 and S4-S6 pupils. • Adverse weather – year groups assigned area to go to – social distancing to be upheld – supervised by PSA's and Senior Management. • Staggered end of day for S1-S2, S3-S4 and S5-S6 pupils – pupils to leave by the nearest available exit following the one-way system, sanitising hands as they leave. • Classrooms are arranged so that staff can maintain 2m distancing • Staff workstation 2m from nearest pupil desk • Classrooms set up with desks facing the front where possible, so that young people do not face each other 	E	Major	Possible	High		10.8.20



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Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
		<ul style="list-style-type: none"> Booths in canteen and on first and second floor are taped up and "not in use" notices displayed so pupils do not face each other. Benches in canteen have been removed so that pupils are all facing one direction (stickers on tables to face towards the main servery). Staff bases; staff room; offices all have maximum capacity signage displayed on entry doors Staff bases/tutorial rooms/prefects room – desks and chairs identified as not to be used so that social distancing can be maintained Screens installed between desks in school office and shared guidance rooms. Staffroom restricted with chairs identified as not in use. Whole staff, ELT & Faculty Meetings held virtually During any break or lunchtime periods, staff will take personal responsibility for maintaining 2m social distancing between each other. Where 1:1 support is required for pupils with additional support needs PPE is provided for all members of staff who come into close contact Signage in place in toilets to remind staff to adhere to social distancing Signage in place in toilets to remind pupils to wear a face covering and maintain distancing Professional learning undertaken virtually Meetings with external support agencies remain virtual until further notice. 						



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		<ul style="list-style-type: none"> A one-way flow system is in place to support safe movement through corridors and on stairwells. One-way signage displayed through the school. Thorough orientation and ongoing reminders to all staff to maintain 2m distancing. Emergency evacuation procedures/ fire drill updated and shared with staff and pupils. Gatherings such as assemblies and extra-curricular mixed group activities have been withdrawn at this time. <p>All staff to monitor practice and alert SMT of any potential risks. This will trigger a review of this risk assessment</p>						
Dining arrangements	Staff, pupils, visitors (agreed only in advance)	<ul style="list-style-type: none"> Staggered morning break for S1-S3 and for S4-S6 pupils. Pupils expected to go outside once they have eaten during intervals and re-enter by their designated entrance. Pupils asked to sanitise hands on exit and on re-entry to school – supervised by staff. Kitchen staff clean tables and chairs between the S1-S3 and S4-S6 morning break. Staggered start of lunch for S1-S3 and S4-S6 pupils. Adverse weather – year groups assigned area to go to – social distancing to be upheld – supervised by PSA's and Senior Management. Booths in canteen and on first and second floor are taped up and "not in use" notices displayed so pupils do not face each other. 	E	Moderate	Possible	Medium		Ongoing NH



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		<ul style="list-style-type: none"> Benches in canteen have been removed so that pupils are all facing one direction (stickers on tables to face towards the main servery). Outdoor tables cleaned by cleaners at the end of lunch break Staff on supervision duty should always wear a face covering Pupils should wear a face covering when not eating or drinking 						
Use of Toilets	Staff, pupils, visitors (agreed only in advance)	<ul style="list-style-type: none"> Staff to complete google form to keep record of pupils who go out of to the toilet during class time Enhanced cleaning in place with toilets being cleaned at various points throughout the school day. Hand washing routines have been covered with pupils and staff during induction days Signage displayed in toilets and throughout school on safe hand washing routines Pupils and staff, excluding those who are exempt, will wear a face covering in school corridors and communal areas, including toilets, as per the updated Scottish Government Guidance. 	E	Minor	Possible	Medium		Ongoing NH
Employees / Pupil/Service user becomes unwell	Staff, pupils, visitors (agreed)	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:	E	Major	Possible	High		Ongoing NH



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	<p>only in advance)</p>	<ul style="list-style-type: none"> • a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) • a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) • loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal <p>Follow current NHS guidance https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>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><u>Pupil</u> Pupils who display symptoms whilst in school will report to the office for a first aider to be called. First aider will collect pupil in full PPE and take pupil to identified isolation room where they will be attended to until the parent can collect them. Identified isolation room is in the main building ground floor with an external exit door where parent can wait outside for them to be taken out to them. In the event of an emergency an ambulance will be called.</p> <p><u>Staff</u></p>						



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First Aid	Pupils	<p>https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19</p> <ul style="list-style-type: none"> Disposable gloves and disposal plastic apron should be worn to administer all First Aid due to the need for physical contact In adults, it is recommended that you do not perform mouth-to-mouth ventilation – perform chest compressions only. Compression-only CPR may be as effective as combined ventilation and compression in the first few minutes after non- 	E					



Hazard	At Risk	Control Measures	Probability Worst Case Outcome					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<p>asphyxial arrest (cardiac arrest not due to lack of oxygen).</p> <ul style="list-style-type: none"> Cardiac arrest in children is more likely to be caused by a respiratory problem (asphyxial arrest), therefore chest compressions alone are unlikely to be effective. During asphyxial arrest mouth-to-mouth compressions will be made, use a resuscitation face shield where available. First Aid trained staff who are not deemed as being 'at greatest risk' will perform CPR if required. The risk of cross infection is very small and set against the inevitability that a person in cardiac arrest will die if no assistance is given. First Aiders should always shout for help and dial 999 prior to beginning to perform CPR. Those who administer CPR require to carefully monitor themselves for symptoms of possible COVID-19 over the following 14 days, unless the individual had been confirmed to be positive for SARS-CoV-2 in the last 10 days. In this scenario of direct mouth-to-mouth contact with a known case, advice on self-isolation should be followed. Should you develop symptoms you should follow the advice on what to do on the NHS website. It is likely that the child/infant having an out-of-hospital cardiac arrest will be known to you. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action 						



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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.						
		as this will result in certain cardiac arrest and the death of the child.						
Practical Subjects	Pupils and Staff	All national guidance is being followed as detailed below: Home Economics: https://education.gov.scot/media/nzcd3m5f/pe-guidelines-21-09-20.pdf Physical Education: https://education.gov.scot/media/5r4endpw/he-guidelines-14-09-20.pdf Science: https://www.sserc.org.uk/wp-content/uploads/2020/08/Science-Tech-Return-to-School-v3c-final.pdf https://www.sserc.org.uk/health-safety/covid-19-and-practical-work/						



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.						
Cleaning and hygiene measures								
Environmental Cleaning	Staff, visitors, contractors , pupils	A deep clean of the property / site before returning is performed if required.	E	Minor	Possible	Low	05/06/20	10.8.20
Cleaning Frequency	Staff, visitors, contractors , pupils	Enhanced cleaning regime in place with additional full time cleaner employed – touchpoints, handles etc being cleaned regularly throughout the day.	E	Moderate	Possible	Medium	In place from 11th August and ongoing	
Commonly touched surfaces	Staff, visitors, contractors , pupils	<p>Daily Cleaning Schedule Tasks to be covered.</p> <ul style="list-style-type: none"> • Touch Surfaces throughout school • Toilets throughout school • Maintain cleanliness in Public/General areas • Regular emptying of bins throughout school • Classrooms as and when required • Isolation Room as and when required <p>Cleaning & Disinfection with Maxam Pura +.</p> <p>Maxam Pura+ is a <u>disinfectant only</u>. Toilet & sanitary areas will need to be cleaned prior to disinfection.</p> <p>For disinfecting vertical surfaces eg. in general areas and corridors – spray disposable cloth or paper roll with Maxam Pura+ - wipe vertical surface and leave to dry. Horizontal surfaces in classrooms – spray and leave to dry.</p> <p>Equipment and materials required:</p>	E	Moderate	Possible	Medium	In place from 11th August and ongoing	



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			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
<p>Consider: premises work, equipment, specific tasks etc.</p>	<p>People at risk</p>	<p>Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.</p>						
		<p>Warning signs. Colour-coded labelled spray bottle (blue & red) Prepared Cleaning Solution. (blue& red) Disposable gloves Disposable aprons Disposable cloths or paper towel – (colour coded cloth availability is poor, all are disposable regardless of colour.)</p> <p>Frequently Touched Surfaces are:</p> <p>General area`s – stairs & corridors</p> <ul style="list-style-type: none"> • Light switches • Push buttons • Door handles • Door push plates • Pull cords • Lift buttons • Bannister Rails <p>Toilets – to be cleaned as per normal cleaning regime prior to disinfecting</p> <ul style="list-style-type: none"> • Taps • Sink surrounds • All dispensers/dispenser mechanisms • Cubicle door – front & back handle/push plate/locking mechanism • Flush handle • Entrance/exit door handle <p>Classrooms</p>						



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
<p>Consider: premises work, equipment, specific tasks etc.</p>	<p>People at risk</p>	<p>Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.</p> <ul style="list-style-type: none"> • Desk top & sides • Chair arms and back • Light switches • Door handles • Push plates • Pull cords • Surface tops <p>Remember to:</p> <ol style="list-style-type: none"> 1. Wash hands before starting and putting on PPE- gloves and apron 2. Dispose of cloth and PPE on completion of task. 3. Perform hand hygiene. 4. All waste unless it is from an area where there is a known confirmed case or suspected case of Covid 19, can be disposed of in normal waste stream. 5. Any waste from a contaminated area will require to be double bagged stored separately and safely for 72 hours before entering the main waste stream. <p>You will frequently need to change PPE, cloths and perform hand hygiene as you move to one area to another. The main principle is to reduce potential cross contamination. Different PPE should be used in different areas, eg you should never use the same PPE in a washroom that you are using in another area.</p>						



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			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.						
		Rugs and mats have been removed to make cleaning and disinfection of floors easier. 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.						
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	E	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.	E	Moderate	Possible	Medium	In place from 11th August and ongoing	



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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.						

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

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Fire Safety Systems / Emergency Lighting - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								



HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Fire, 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					
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
Ventilation / Humidity / Lighting & Heating Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Temperature/ Humidity	Staff, visitors, contractors , pupils	It has been noted in our workplace inspection submissions that temperatures vary across the school. A winter ventilation plan is required and this has been highlighted to central ACC officers for urgent action. 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	Although are a number of classrooms that do not have windows air conditioning is 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



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			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.						
Gas Installations - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Gas Installations	Staff, 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).	E	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
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Legionella/Water Systems/Hygiene - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								



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			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	E	Major	Possible	Medium	August 2020	Aug 20
Drinking water	Staff, visitors, contractors , pupils	Drinking water facilities to be switched off and covered if they do not have the facility to fill water bottles. Notice put up to advise for filling bottles only or not in use.	E	Moderate	Possible	Medium	August 2020	10.8.20



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Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
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.	E	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.	E	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	Enough space is available for personnel to undertake their tasks safely and comfortably. Personnel have the appropriate competences and/or trained to use machines/work equipment.							
Signed:		Assessment Date:	Further action		Action Review Date(s):				
Name:		12.2.21	required: Y/N		Next Review Date:				