

Ferryhill School Risk Assessment

August 2020

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.

Service area: ICFS
Site Address: Ferryhill School
Service manager: Chief Education Officer – Eleanor Sheppard
Inspection Undertaken by: Head Teacher – David Wallis
Approved by: School staff, Mark Askew, H&S Adviser

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

A: Employees – Consider what impact returning to work would have on your employees and how to keep your employees safe.				
No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Has a risk assessment been undertaken for those who have a self-declared health condition which could increase their risk profile.	Y	Green	Individual risk assessments completed by 3 rd July 2020 A template for an individual worker's risk assessment is provided at the end of this document.
2.	Have you engaged with Trade Unions and staff during the reinstatement of the work process and in the drafting of this risk assessment to consider work processes and required controls?	Y	Green	Risk assessment shared with staff and TU rep 2 nd July 2020 and 10 th August 2020
3.	Are you tracking people who have been identified as high risk/are shielding.	Y	Amber	Employees to record absence in Core HR The risk assessment is circulated to all staff and a copy shared with the school QIM and school TU reps.

4.	Where practicable will staff still be allowed to work from home/remotely.	Y	Amber	Ongoing review
5.	Can all staff maintain the Scottish Government guidelines for social distancing based on your industry (The latest Social Distancing Guidelines available here). 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 assigned to learn within specific groups (where possible) for the duration of the school day to avoid large gatherings / groups and spaces / areas becoming crowded.</p> <p>However, this may be compromised by needs of individual pupils... A different arrangement is in place for a Targeted Support group of pupils with specific needs- For example, an area designated in classrooms / teaching areas if 1-2-1 support needed.</p> <p>PPE provided for any members of staff who require to come into close contact (within 2 m of a pupil (e.g. for additional support needs, first aid, etc.).</p> <p>Staffroom altered and numbers limited to take account of social distancing. Staff will need to bring their own food and drinks.</p>

5a	Are you able to segregate staff's activities to promote 2 metres distance?	Y	Green	<p>2 m distancing should be maintained between staff, other adults, and between staff and pupils. Admin staff / office and resource areas (e.g. photocopiers), and classrooms are arranged so that staff can maintain 2 m distancing (e.g. staff workstation 2m from nearest pupil desks). Teacher / staff workstations will be wiped down between each use by different individuals. hand washing facilities / hand sanitiser available.</p> <p>Pupils assigned to learn within specific groups (where possible) for the duration of the school day to avoid large gatherings / groups and spaces / areas becoming crowded.</p> <p>However, this may be compromised by needs of individual pupils. A different arrangement is in place for a Targeted Support group of pupils with specific needs- For example, an area designated in classrooms / teaching areas if 1-2-1 support needed.</p> <p>PPE provided for any members of staff who require to come into close contact (within 2 m of a pupil (e.g. for additional support needs, first aid, etc.).</p> <p>Staffroom will be in use, altered and numbers limited to take account of social distancing. Staff will need to bring their own food and drinks</p>
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5b	Are you able to limit the amount of contact staff have with each other to 15 minutes or less	Y	Green	<p>2 m distancing should be maintained between staff, other adults, and between staff and pupils. Admin staff / office and resource areas (e.g. photocopiers), and classrooms are arranged so that staff can maintain 2 m distancing (e.g. staff workstation 2m from nearest pupil desks). Teacher / staff workstations will be wiped down between each use by different individuals hand washing facilities / hand sanitiser available.</p> <p>Pupils assigned to learn within specific groups (where possible) for the duration of the school day to avoid large gatherings / groups and spaces / areas becoming crowded.</p> <p>However, this may be compromised by needs of individual pupils... A different arrangement is in place for a Targeted Support group of pupils with specific needs- For example, an area designated in classrooms / teaching areas if 1-2-1 support needed.</p> <p>PPE provided for any members of staff who require to come into close contact (within 2 m of a pupil for (e.g. for additional support needs, first aid, etc.).</p> <p>Staffroom to be altered and numbers limited to take account of social distancing. Staff will need to bring their own food and drinks.</p>
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	Green	A one way system will be implemented on the first floor and staircases. Where this is not possible a keep left system will help to maintain 2m social distancing between staff and pupils.
6.	Have staff been trained / notified before returning to work on any new procedures.	Y	Green	<p>Training to take place on 10th August 2020</p> <p>Handwashing</p> <p>PPE</p> <p>Social Distancing</p> <p>One way systems</p> <p>Training to be completed by all staff before opening</p>
7.	Have staff been instructed on how to hand wash effectively, for the suggested duration and maintain good hygiene practices.	Y	Amber	<p>As above</p> <p>Ensure signage is available at all hand wash stations</p>

8.	Have staff been instructed on social distancing where practicable while at work.	Y	Green	<p>2 m distancing should be maintained between staff, other adults, and between staff and pupils. Admin staff / office and resource areas (e.g. photocopiers), and classrooms are arranged so that staff can maintain 2 m distancing (e.g. staff workstation 2m from nearest pupil desks). Teacher / staff workstations will be wiped down between each use by different individuals. hand washing facilities / hand sanitiser available.</p> <p>Pupils assigned to learn within specific groups (where possible) for the duration of the school day to avoid large gatherings / groups and spaces / areas becoming crowded.</p> <p>However, this may be compromised by needs of individual pupils... A different arrangement is in place for a Targeted Support group of pupils with specific needs. For example, an area designated in classrooms / teaching areas if 1-2-1 support needed.</p> <p>PPE provided for any members of staff who require to come into close contact (within 2 m of a pupil (e.g. provision of essential support, first aid, etc.).</p> <p>Staffroom will be in use; altered and numbers limited to take account of social distancing. Staff will need to bring their own food and drinks</p>
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 on 10 th August 2020
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	

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

No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Are you able to implement sufficient parking restrictions to maintain social distancing measures, where car use is required to perform a role?	Y	Amber	<p>Schools to adopt car park protocol (e.g. all reverse parking to limit exiting cars at same time). For example, specifying who can use parking areas, information to users, signage, etc. as necessary to remind users of car park to maintain social distancing.</p> <p>Reminder to Home School Liaison Officer (HSLO) if return to normal duties are implemented.</p>
2.	Are workers required to use either their own vehicle or company vehicle to travel to their task?	N	Green	Reverse parking in the school car park. Watch out for other staff exiting cars.

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	N/A
5.	Has the entry and exits to the building/site been limited to the minimum number of points required.	Y	Green	Limited number of entry/ exit point to site. Timetabled entry/exit to school building to help maintain social distancing.
6.	Has access to the building/site been restricted to visitors and contractors etc.	Y	Green	Essential personnel by prior arrangement only – all protocols to be observed 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. Other essential visitors only where the impact of non attendance would cause further harm (e.g essential maintenance contractors, Educational Psychologist)
7.	Is it practicable to confine visitors to strictly defined areas and avoid unnecessary movements around the building?	Y	Green	Where it is imperative 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 the 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 if they have an appointment to attend the school. If a visitor has an appointment to access the building, they will be asked first to confirm that they are not displaying any COVID-19 symptoms. Those displaying symptoms will not be permitted access. Where possible, visitors permitted access will remain within the reception area of the school and speak with the relevant member(s) of staff via the School Office window.
8.	Have appropriate hand wash stations (toilets) and/or hand sanitiser pump action containers been made available in every work area and on main travel routes through the building/site including access and egress areas.	Y	Amber	Procurement of Hand Sanitiser and Cleaning materials organised centrally. Stocks will be checked and recorded by our designated PSA (PPE coordinator).

9.	Is advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and were people congregate.	N	Amber	Children and staff will be reminded to wash their hands with soap and water for at least 20 seconds, or use an alcohol hand sanitiser when entering the building, before eating or handling food, after blowing their nose, sneezing or coughing, and after going to the toilet. Children and staff will be reminded to avoid touching their eyes, nose or mouth, especially with unwashed hands. Posters and signage will be displayed around the school to remind everyone of the need for regular handwashing. Staff will support children to understand the importance of closely following these routines as part of their re-entry to school in August, and younger children will be supervised to support their engagement with these essential hygiene practices. All signage will be displayed at all appropriate points
10.	Are the signs displayed reviewed and replaced as necessary?	N	Amber	Weekly check to be added to risk assessment for signage. Janitors to replace signage where necessary – janitors will be given access to school printing facilities via the school office

C: Cleaning Regime – Consider what cleaning and hygiene measures need to be implemented to reduce the risk of individuals contracting the virus on your premises / site.

No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Have you completed a clean of the property / site before returning.	Y	Green	Most schools, other than those which were used for Keyworker Childcare or Vulnerable Learner Hubs, have laid empty since 23 March. Cleaning of all areas is ongoing. A final deep clean will take place in week beginning 3 rd August 2020
2.	Is the ongoing cleaning frequency sufficient and is cleaning required and can cleaning be undertaken when site/building/premises is occupied?	Y	Green	Daily cleaning will be undertaken by Cleaning Services, supplemented by Janitorial staff undertaking regular cleaning of frequent hand touch points during the school day. All surface cleaning will be undertaken using EN14476 rated (for destroying enveloped viruses) disinfecting solutions.
3.	Are all hand contact points cleaned on a frequent basis including, door furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, toilets, canteen / food preparation areas.	Y	Green	In addition to the answer in 2 above, 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	Amber	Each class teacher will be responsible for opening the blinds in their class area to minimise touching. Blinds cannot be removed.
6	Can blinds be kept opened and locked if they cannot be removed.	Y	Amber	As above
7	Can rugs and mats be removed where safe to do so to make cleaning and disinfection of floors easier.	Y	Green	Rugs that are removed can be stored in the school library.
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/ NA	Rating R/A/G	Comments
	Has your responsible person carried out checks on your building in the following areas:			
1.	Fire Safety Systems / Emergency Lighting.	Y	Green	Corporate landlord will confirm to individual head teachers when all checks up to date. This was confirmed to the Head Teacher by Andrew Jones via email
2.	Ventilation / Humidity / Lighting & Heating.	Y	Green	Corporate landlord will confirm to individual head teachers when all checks up to date. This was confirmed to the Head Teacher by Andrew Jones via email
3.	Gas Installations.	Y	Green	Corporate landlord will confirm to individual head teachers when all checks up to date. This was confirmed to the Head Teacher by Andrew Jones via email

4.	Legionella Controls.	Y	Green	Corporate landlord will confirm to individual head teachers when all checks up to date. This was confirmed to the Head Teacher by Andrew Jones via email
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. This was confirmed to the Head Teacher by Andrew Jones via email
6	Lift Statutory Inspections.	N/A	Choose an item.	N/A

Signed: David Wallis

Date: 10.08.2020

COVID-19 Health & Safety Risk Assessment

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Employee Safety –								
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 via Google Meet, email and phonecall.</p> <p>New workplace controls put in place to reduce risk of exposure to COVID 19 are documented in Ferryhill School Contingency Plan procedures and policies and disseminated to employees by the Head Teacher.</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. Individual concerns should be discussed with a member of the SLT.</p> <p>Line managers hold regular discussions with their team and look at ways to reduce causes of stress. All staff have access to ACC wellbeing support.</p> <p>Guidance for managers and employees on the Zone. https://peopleanytime.aberdeencity.gov.uk/coronavirus-advice-for-employees/</p> <p>Concerns on workload issues or support needs are escalated to a line manager. David Wallis, Jeanette Macpherson or Renatta</p>	E	Major	Possible	Medium	June 2020	August 10 th 2020

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Psychological wellbeing – Continued		<p>Fromholc). Collective concerns can be raised with the school TU rep who will discuss these with Head Teacher.</p> <p>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>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>A review of the Ferryhill School stress risk assessment will be undertaken on 10th August 2020 with the whole staff.</p> <p>Ferryhill school staff are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc) through line managers.</p> <p>Contact has been made with individual parents/carers to support a planned return. Information will be passed on and shared with staff regarding those individual pupils. Person-Centred-Risk-Assessment undertaken for individual pupils – parents consulted.</p> <p>Staff working with children to continue to be calm, nurturing and caring. Any concerns about wellbeing of individual pupils will be shared with the SLT.</p>						

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Psychological wellbeing	Pupils	<p>Contact with individual parents/carers at initial return to ensure relevant, appropriate information is passed on and shared with staff in a timely manner through SEEMIS</p> <p>Ensure first aiders on site at all times following appropriate ratios.</p> <p>Ensure named Child Protection Officer is available within each setting. Parents have been reminded of these arrangements within the Contingency Plan.</p> <p>All ACC policies adhered to at all times.</p> <p>Staff working with children to continue to be calm, nurturing and caring, seeking confirmation from line manager if unsure of anything.</p>	P	Major	Possible	Medium	June 2020	August 10 th 2020
Virus transmission in the workplace	Staff, visitors, contractors , pupils	<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>Test and Protect see link below https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect-information-leaflet-2/pages/coronavirus-covid-19-test-and-protect---step-by-step-guide/</p> <p>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	Extreme	Possible	High	June 2020	August 10 th 2020
Virus transmission in	Staff, visitors,	Test and Protect see link below						

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the workplace – Continued	contractors , pupils	<p>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>The inspection checklist above has been undertaken, with regard to the Ferryhill School site, 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>Training arrangements have been developed including refresher sessions to ensure staff have been trained before returning to work on any new procedures. Training will take place on 10th august 2020</p> <p>Staff will maintain 2 metre distancing while in the school building. Face to face contact has been limited with each other to 15 minutes or less. Staff meetings will continue to take place digitally through Google Meets.</p> <p>A one-way flow system has been implemented on the first floor of the main building and on staircases. Visual aids, such as floor strips, signage are used for maintaining two meters distance. In the areas where a one way system is not possible the presumption of 'Keep Left' will be used to maintain distancing.</p> <p>Posters will remind all building users about hygiene 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> <p>Alcohol hand gel has been placed at all entrances to the school building. There is hand gel available in all teaching areas although</p>						

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Virus transmission in the workplace – Continued	Staff, visitors, contractors , pupils	<p>in these areas hand washing will be used in the first instance. Hand gel will be available in areas where a sink is not available.</p> <p>All staff will wash their hands on entry to the school building using the toilet immediately inside the main front door. After this, staff have been instructed to clean their hands frequently throughout the day, to wash their hands with soap and water for at least 20 seconds. Soap and water and alcohol-based hand rubs are provided in the workplace and adequate supplies are maintained.</p> <p>All pupils will hand-sanitise on entry to the building and will then wash their hands once jackets removed and packed lunches etc stored. Handwashing procedure posters are displayed in areas where handwashing takes place.</p> <p>Staff and pupils will be encouraged to change clothes daily.</p> <p>Handwashing/sanitising will take place:</p> <ul style="list-style-type: none"> • When entering the building • After using the toilet • Before and after handling food • Before leaving the building. <p>All staff breaks will be carefully timetabled to comply with social distancing requirements and the staffroom furniture layout amended to support this. Only 8 members of staff can use the staffroom at any one time.</p> <p>Staff requested to keep in touch through remote technology such as phone and use of IT.</p> <p>Staff activities are segregated to promote 2 meters distance. For example, staff will continue to meet digitally for staff meetings.</p>						

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Virus transmission in the workplace – Continued	Staff, visitors, contractors , pupils	<p>Staff face to face contact has been limited with each other to 15 minutes or less.</p> <p>In learning areas desks are arranged to maintain a minimum of 2 meters from each other. In office spaces, employee's will face away from each other where possible.</p> <p>Through orientation and ongoing reminders all will maintain 2m distancing.</p> <p>Where physical contact is required (e.g. medical need) a risk assessment has been completed and PPE guidance is followed. All staff required to use PPE will be trained before pupils return on 12th August 2020.</p> <p>Emergency evacuation procedures are maintained as before. At the muster point staff will help pupils to maintain 2m distancing.</p> <p>Contact with surfaces will be minimised 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 the mouth such as cups & bottles will not be shared.</p> <p>Individual learners will be provided with one use resource where practical and where not, these will be wiped down between use with wipes provided. The sharing of resources between children and young people during a learning activity will be avoided in order to limit the potential for transmission. All pupils will be provided with their own learning tools which will be kept in their tote trays. These will comprise items such as individual whiteboard & marker, pencil, rubber, sharpener, ruler, pens and</p>						

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		<p>pencils, and a range of other age and stage appropriate learning tools. These items will not be shared and will only be used by that pupil.</p> <p>Each room has an identified capacity for users. These will be marked on the room door.</p> <p>All pupils will be asked to bring a packed lunch. Any uneaten food / waste wrappers etc will be taken home, to help reduce the risk of infection spread</p> <p>Children will eat lunch in their classrooms to reduce the numbers of interaction with agreed timings which will enable smaller groups to access areas such as the playground at one time and smaller numbers of staff accessing staffrooms.</p> <p>Lunchtime supervision will be provided by timetabled PSA staff and supported by SLT.</p> <p>All pupils will remain on the Ferryhill School site for lunch in order to limit their contact with others out with the school. These arrangements will be reviewed as restrictions are reviewed.</p> <p>Early Years dining will be within the setting area to ensure that children can remain within the space and rolling snack offered to limit numbers in kitchen / dining areas.</p> <p>If food is brought to school by staff it should be in a sealed container. Containers should wiped before being placed in the fridge. Staff should bring their own cutlery and mug to school. These items must be cleared away after use and not shared.</p>						

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		<p>Access to toilets will be carefully managed in order to maintain social distancing within the toilet areas.</p> <p>Staggering break times will assist with this. There will be a strong emphasis on hand washing after visiting the toilet, and hand washing will be supervised for younger children. The maximum number in each toilet area will be limited to two pupils.</p> <p>In line with procedures and guidance, only allow staff and pupils in good health to be permitted in the school building.</p> <p>If someone develops any of the symptoms:</p> <ul style="list-style-type: none"> • a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) • a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) • loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal <p>Follow current NHS guidance https://www.nhs.uk/conditions/coronavirus-covid-19/ All school staff will be asked to familiarise themselves with the local Test, Trace, Isolate and Support Strategy.</p> <p>Follow procedures to remove from setting where someone becomes unwell –</p> <p><u>Staff or visitors</u> Leave the building immediately and go directly home.</p>						

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		<p><u>Pupils</u></p> <ul style="list-style-type: none"> an isolation areas has been identified in case of any individuals who present as unwell during the session (SfL room) Request for immediate collection by parents/carers (Office Staff) On parent/carer arrival the pupil will be taken to the from door to meet them Deep clean carried out <p>All staff to monitor practice and alert SLT of any concerns. The HT should be notified immediately should a member of staff, pupil or parent refuse to comply with ACC risk assessment.</p>						
Someone entering the workplace with COVID-19	Staff, visitors, contractors , pupils	<p>External visitors to the Ferryhill School building will generally not be permitted. Where possible all appointments to be pre-arranged 3-4 days in advance of visit.. The only exceptions to this will be for:</p> <ul style="list-style-type: none"> Local authority officers required to visit the school to provide essential support to pupils or staff (by pre-arranged appointment only) Contractors required to access the main building or grounds to undertake essential planned maintenance or repairs Contractors working on a closed construction site within the school building or grounds, where appropriate measures have been taken to entirely separate the construction site and contractor personnel 	P P	Extreme	Possible	Medium	June 2020 and ongoing	10 th August 2020

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>from the rest of the school, and the work has been approved to go ahead by ACC Facilities Team</p> <ul style="list-style-type: none"> Any other visitors required to enter the building for emergency purposes, including emergency repairs <p>It is requested that companies who regularly attend Ferryhill School or those we work alongside, provide their health and safety policy/arrangements or RAMS (risk assessment and method statement) regarding COVID-19.</p> <p>Staff are made aware of COVID-19 symptoms via training sessions and visual aids such as posters in key locations, screensavers</p> <p>External visitors will be actively discouraged. Parents will not be permitted to visit the school to speak to teachers about their children. This will be communicated clearly to all parents. Where parents require to contact a teacher, they should be asked to make contact initially by email, and by booking an appointment in advance.</p> <p>Signage will be displayed at school visitor entrances to explain that visitors are generally not permitted, and will provide a telephone number for visitors to contact an appropriate member of staff within the building, should they wish to speak with someone or if they have an appointment to attend the school.</p> <p>Those wishing to visit Ferryhill School will do so only with prior agreement from the Head Teacher and will be informed that they are not to enter if they are experiencing COVID-19 symptoms, being advised to self-isolate in line with government guidelines.</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
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
		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						

Hazard	At Risk	Control Measures	Probability Worst Case Outcome					
			EXISTING/ PRPOSED '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.						
Travel, Access & Egress								
Travelling to Ferryhill School and arrival procedures.	Staff, visitors, pupils	Wherever possible private transport should be used to maintain isolation from the public when commuting to the school building. 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". Parking restrictions (no parent 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	Moderate	Possible	Medium	June 2020	10 th August 2020

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>						
		<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>Children are encouraged to avoid travelling to school on public transport, with walking and cycling being promoted where safe to do so.</p> <p>School transport will be available, but hand sanitising must take place before every journey.</p> <p>For pupils using bicycles, bike racks will be available, but any adults (e.g. non teaching staff) supervising / supporting pupils will need to maintain 2 m distancing between each other and the pupils.</p>						
<p>Entry and exit to building</p>	<p>Staff, visitors, contractors, pupils</p>	<p>Entry and exits to Ferryhill School will be planned and managed to support physical distancing within the building. Timetabled entry to the school will manage the flow of pupils and help to maintain 2m distancing. Pupils will be taking through this in small groups in the first week back of the new term.</p> <p>The name and contact telephone numbers of all visitors entering the building will be recorded, along with the date and times of their attendance, in order to support the national Test and Protect Strategy.</p> <p>Office Staff will be responsible for revising visitor sign in sheets to include contact information and ensuring this information is kept safe, in line with GDPR requirements. Parents will be informed of the need to avoid visiting the school and make appointments to</p>	<p>P</p>	<p>Major</p>	<p>Possible</p>	<p>Medium</p>	<p>June 2020</p>	<p>10th August 2020</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
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
		<p>speak to staff via email or phone. This information will also be available via the Ferryhill School website and twitter feed. Office staff will update parents, as per guidance from HT. Office staff will manage the allocation of appointments for parents speaking to staff.</p> <p>External visitors will be actively discouraged.</p> <p>Any essential visitors confined to strictly defined areas and unnecessary movements around the building avoided.</p> <p>Hand sanitiser is available in every work area and at entrances/exits.</p> <p>Advisory hand washing signage is displayed throughout the school building, especially at entrances and exits and where people congregate.</p> <p>Signs displayed reviewed and replaced as necessary.</p>						
Orientation/ Training		<p>Arrangements have been developed including refresher sessions to ensure staff have been trained before returning to work on any new procedures.</p> <p><u>Staff - Prior to 12th August 2020</u></p> <p>All staff must complete health and safety orientation:</p> <ul style="list-style-type: none"> • Social distancing and one-way system plans • Handwashing training • PPE Training • Updated First Aid Training (for relevant staff) 	P	Moderate	Possible	Medium	Prior to pupils returning to Ferryhill School	10 th August 2020

Hazard	At Risk	Control Measures	Probability Worst Case Outcome					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
		<p>Pupils - On first day of school entry</p> <p>Pupils should complete health & safety orientations including:</p> <ul style="list-style-type: none"> Social distancing and one-way system plans for staff/other adults Handwashing training 						
Personal Hygiene	Staff, pupils, visitors (agreed only in advance)	<p>Staff will follow good infection control guidance (Infection Prevention and Control in Childcare Settings (Day Care and Childminding Settings)).</p> <p>Handwashing procedure posters are displayed in areas where handwashing takes place.</p> <p>All 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	Moderate	Unlikely	Medium	August 2020	ongoing

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>Staff/service users will be encouraged to tie back long hair where appropriate and change clothes daily .</p> <p>All children, young people and staff will wash their hands with soap and water for at least 20 seconds, or use an alcohol-based hand sanitiser. Handwashing will take place:</p> <ul style="list-style-type: none"> • When entering the building (and returning after lunchtime) • After using the toilet • Before and after eating or handling food • Before leaving the building/getting into their car, • After blowing the nose • After sneezing or coughing • When changing classroom • Prior to entering school transport • When arriving home 						
Maintaining 2m distancing	Staff, pupils, visitors (agreed only in advance)	<p>Social distancing while at work is maintained by continuing to limit social interactions by staggering 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>	E	Moderate	Possible	Medium	August 2020	10 th August 2020

Hazard	At Risk	Control Measures	Probability Worst Case Outcome					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<p>Social gathering amongst employees have been discouraged whilst at work. Staffroom altered and numbers limited to take account of social distancing and to provide a rest area for staff.</p> <p>Staff requested to keep in touch through remote technology such as phone, internet and social media. This would include attendance at school of psychologists, nurses, social workers, etc. being kept to an absolute minimum. The use of remote technology (digital/virtual meetings) methods, meetings in outdoor settings (where possible) to support children should be used initially.</p> <p>Staff have been separated into teams to reduce contact between employees, e.g. non-teaching, primary teams and Nursery Teams</p> <p>Staff activities are segregated to promote 2 meters distance.</p> <p>Staff face to face contact has been limited with each other to 15 minutes or less.</p> <p>A one-way flow system 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>Desks are arranged to maintain a minimum of 2 meters from each other, with staff facing in opposite directions</p>						

Hazard	At Risk	Control Measures	Probability Worst Case Outcome					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<p>where possible (e.g. Teachers workstation in class, school office).</p> <p>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 & 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 & 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</p>						

Hazard	At Risk	Control Measures	Probability Worst Case Outcome					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<p>by limiting the size of pupil groups for the duration of the school day. Large group activities such as assemblies, drama, etc. will not take place.</p> <p>All staff to monitor practice and alert SLT of any potential risks. This will trigger a review of this risk assessment</p> <p>If a service user refuses to comply with ACC risk assessment, they will be asked to work from home.</p> <p>The number of learners/staff within each area is limited as appropriate with regard to the 2m distancing rule.</p>						
Dining arrangements	Staff, pupils, visitors (agreed only in advance)	<p>Staff and pupils 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 dining hall.</p>	P	Moderate	Possible	Medium	August 2020	ongoing

Hazard	At Risk	Control Measures	Probability Worst Case Outcome					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
		<p>All pupils and staff leaving the site for lunch must follow the guidelines for social distancing in takeaways and shops. -These arrangements will be reviewed as restrictions are reviewed</p> <p>Early Years dining will be within the setting area to ensure that children can remain within the space and rolling snack offered to limit numbers in kitchen / dining areas</p> <p>Any uneaten food / waste wrappers etc will be taken home, to help reduce the risk of infection spread.</p>						
Use of Toilets	Staff, pupils, visitors (agreed only in advance)	<p>Supervision of pupils at break times – maintenance of 2 m distancing between adults and pupils. Break times will be staggered to facilitate use.</p> <p>There will be a strong emphasis on hand washing after visiting the toilet, and hand washing may require to be supervised for younger children. All children will be encouraged to hand wash when return to class too.</p> <p>There will be a visual system in place for staff toilets too.</p>	P	Moderate	Possible	Medium	August 2020	ongoing

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. 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	7 th August 2020
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	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. Sanitising wipes will be available in each learning area of Ferryhill School to ensure cleaning and disinfection of frequently touched objects and surfaces (e.g. telephones, keyboards, door handles, desks, tables). This should be undertaken by staff on duty or service users if appropriate. A sanitizing spray will also be available in each area but can only be used by adults. Blinds kept open where possible 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.	P	Moderate	Possible	Medium	In place from 11th August and ongoing	Ongoing

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
		<p>The photocopier will only be used by one person at a time, and will be cleaned with sanitising wipes after each use. Only one person is permitted to be in this room at any time.</p> <p>Sanitising wipes will be provided to Ferryhill School staff to clean telephones, laptops/desktop computers and associated peripherals and any other items which may be used by more than one individual, so that these items can be effectively sanitised between uses. Job share staff in have had particular reference drawn to the need for this.</p>						
Use of cleaning products	Staff, visitors, contractors, pupils	<p>Persons undertaking the cleaning been instructed with clear safe usage instructions.</p> <p>The relevant Safety Data Sheet and COSHH assessment is provided for the substances in use</p> <p>Correct PPE is provided for the use of cleaning materials</p>	P	Moderate	Possible	Medium	In place from 11th August and ongoing	Ongoing
Housekeeping	Staff, Contractors, pupils	<p>Appropriate cleaning products are provided, so that staff can frequently clean their work stations during the day. All school staff will be provided with a supply of sanitising wipes to undertake cleaning of resources, toys and any other items which may be used by more than one individual and to enable effective sanitation of items between uses. Some resources, such as fabric resources which cannot be easily cleaned between uses, will not be used for in-school learning at Ferryhill. Resources which are not being used will be removed from classrooms to aid</p>	P	Moderate	Possible	Medium	In place from 11th August and ongoing	Ongoing

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
		<p>this process. These items can be stored in the school library which will be out of use. Staff will be guided to carefully consider an appropriate provision of resources for in-school learning. Staff provided with waste bins lined with a plastic bag so that they can be emptied without contacting the contents.</p> <p>Staff are instructed that the emptying of bins and wastepaper baskets should be followed by hand washing.</p>						

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	

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	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	August 2020	Ongoing
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. In the photocopier room the fan must be left on at all times. 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	August 2020	Ongoing

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.						
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).	P	Extreme	Possible	High	August 2020	August 2020

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								

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	
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	25 th June 2020	
Drinking water	Staff, visitors, contractors , pupils	Separate drinking water facilities should be made available for staff and pupils to fill their own water bottles. Facilities to be wiped down after each use.	P	Moderate	Possible	Medium	August 2020	Ongoing	

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	25 th June 2020	
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	25 th June 2020	
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	August 2020	25 th June 2020	

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
	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:	David Wallis	Assessment Date: 10 th July 2020	Further action required: Yes		Action Review Date(s):17/8/20				
Name:	David Wallis				Next Review Date:17/8/20				

Action Plan

Point Ref	Details of Corrective Action Required	Timescale	Responsible Person	Closed Out
A2	Risk assessment for staff with self-declared health condition to be and agreed with Trade Unions	June 2020	CJ/ P&O	June 2020
A1	Risk assessment for staff with self-declared health condition to be undertaken with all relevant staff	June 2020	Line managers/H& S	3 rd July 2020
A3	Tracking system to be developed and maintained for vulnerable staff	June 2020	CJ//P&O/line managers	10 th August 2020
A5c	Guidance on school building arrangements for each building to be created and circulated as appropriate	June 2020	HTs /Corporate Landlord	10 th August 2020
A5-A9	Staff training around handwashing, PPE, social distancing and one-way systems to be developed and completed by all staff	June 2020	HTs/PPE working group/Corpor ate Landlord	10 th August 2020
B6/B7	Contractor and visitor to schools protocol and policy to be updated and shared with all schools	June 2020	Corporate Landlord	10 th August 2020
B8	Co-ordinated procurement of PPE including hand sanitiser and cleaning materials	June 2020	FL/H&S	10 th August 2020
C	Soft furnishings/blinds/mats etc to be removed where safe to do so	August 2020	HTs /Corporate Landlord	10 th August 2020
C1	Each school building to be deep cleaned before staff and/or pupils return	June 2020	Facilities	7 th August 2020
C2-4	Cleaning guidance issued to all schools	June 2020	Facilities	10 th August 2020
C8	Provision of appropriate cleaning products and usage instruction to school staff	June 2020	Facilities	10 th August 2020
D1-6	All required building related safety inspections undertaken and completed	August 2020	Corporate Landlord	25 th June 2020

Additional Comments	
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Signed: David Wallis

Date: 10th August 2020

Checklist and Risk Assessment for Individual Worker re Covid-19

Step 1

The checklist should be completed first: this will help you to identify any hazards to the worker. For each point, consider whether it is part of their work and if so, how it may affect them personally. On occasion their work may affect others and this should also be considered.

Step 2

Where you have answered YES in the checklist and identified there is a hazard and assessed the risk to the worker by determining existing controls/further action required, enter this onto the risk assessment pro forma.

You will then be able to put any control measures in place to eliminate the risk, or reduce it to an acceptable level for the worker.

Note

This checklist is not exhaustive: other issues with the worker's work conditions/place may need to be considered.

The risk assessment should be reviewed on a regular basis throughout the employment and any necessary control measures put in place.

Employee's name:	Date:
Job title:	Line Manager's Name:
Form completed by:	

Any known recommendations made by Doctor and/or Occupational Health Specialist:

Covid-19 exposure		Yes/no	Existing control/Further Action Required
<i>If the answer to any question is Yes then identify the additional control measures introduced to mitigate the risk.</i>			
1.1	<2m distancing: Are employee's required to carry out work in breach of 2 metre social distancing from both work colleagues and non-employees		
1.2	Contaminated surfaces: Does the work involve touching surfaces that are potentially contaminated		
1.3	Inadequate welfare facilities: Are welfare facilities inadequate to facilitate regular handwashing eg lack of number of facilities or lack of soap and hot water		
1.4	Pre-existing chronic conditions: Does the employee have any known pre-existing chronic condition (listed below) that may make them more vulnerable if exposed to the covid-19 virus		
1.5	Increased vulnerability: Has the employee expressed concern about any other condition which they feel would make them more vulnerable eg mild asthma		
1.6	High risk work environment: Is there a higher risk of infection due to the work environment eg hospitals, mortuaries, densely populated workplaces etc		
1.7	High risk of infection: Is there a higher risk of infection due to the geographic location eg those areas with high infection rates		

Risk

The level of risk will depend on;

1. • the work environment
2. • the type of work carried out
3. • the distance that can be maintained between the employee and any possible source of infection
4. • the level of hand cleaning regime in place
5. • the level of information provided
6. • the effectiveness of existing controls that are in place

In some cases, workers may be more vulnerable to infection because of age (70 and over) or an existing condition such as:

- chronic (long-term) respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis
- chronic heart disease, such as heart failure
- chronic kidney disease
- chronic liver disease, such as hepatitis
- chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), a learning disability or cerebral palsy
- diabetes
- problems with your spleen - for example, sickle cell disease or if you have had your spleen removed
- a weakened immune system as the result of conditions such as HIV, or medicines such as steroid tablets or chemotherapy
- being seriously overweight (a BMI of 40 or above)

How to minimise the Risk

When assessing the infection risks to staff the following controls should be considered:

Avoid contact with possible sources of infection by;

1. • Avoiding having to work in areas where there is a known covid-19 sufferer where possible
2. • always ensure safe distance (2 metres) is maintained between individuals (this includes welfare areas), if not possible for certain activities then minimise time spent in closer proximity
3. • wearing gloves, where practicable, to prevent contact with potentially contaminated surfaces
4. • ensure employees have the facilities to carry out regular hand washing using soap and water for 20 seconds or hand sanitiser
5. • provide employees information about the symptoms and the control measures required
6. • provide employees with the correct ppe
7. • employees to report situations which they feel may have exposed them to the virus

If a person is aged 70 or over or suffering from any of the chronic conditions as described then they should have been advised to shield and stay/work at home.

If an employee has expressed concern about any other condition which they may feel could make them vulnerable. Follow government advice regarding the condition and take into consideration the mental well-being of the individual when implementing control measures.

Any other issues

Further action required

If a risk has been identified, indicate below the action to be taken to remove the hazard or reduce the risk.

INDIVIDUAL WORKER'S RISK ASSESSMENT

Source of Hazard	Persons Affected	Control measures in place now	Risk Rating Still high risk? Still medium risk? Still low risk?	Further action required, by whom, timescale or reference to other assessments

Further guidance and information to help you complete a risk assessment can be obtained from your H&S Policy and H&S professional. If you need further guidance contact