

Introduction

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

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

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

The toolkit is set out as follows

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

Where do you start?

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

Step 1 – Complete ACC COVID-19 Inspection Checklist

The inspection checklist will ask you to consider:

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

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

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

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

Step 3 – Action Plan

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

Step 4 – Communication

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

Step 5 – Review

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

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

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

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

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

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

COVID-19 Health & Safety Inspection Checklist

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

Service area:
Site Address: Bridge of Don Academy
Service manager: Chief Education Officer
Inspection Undertaken by: Quality Improvement Team / Head Teacher Alex Duncan/Daphne McWilliam
Approved by:

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	A template for an individual worker's risk assessment is provided at the end of this document. The completion of these is ongoing and will be managed by line managers. Issued by email to all staff week beginning 22 June 2020 – HT. These will be reviewed with line managers on return to school – 10 & 11 August.
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 ACC TUs in line with Scottish Government guidance. Shared with all staff 10 August 2020.

3.	Line managers will retain contact with staff who have been identified as high risk/are shielding, through their weekly/biweekly wellbeing catch up	Y	Green	<p>Employees will record absence within CoreHR. Protocols in place for Line managers to maintain contact with their teams. HT daily updates.</p> <p>The risk assessment will be circulated to all staff and a copy shared with the school QIM and school TU reps.</p>
4.	Where practicable will staff still be allowed to work from home/remotely.	Y	Green	<p>Ongoing review with individual members of staff and in response to staff questionnaire. Staff who are not working directly with children will continue to work from home/remotely.</p>

5.	<p>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:</p>	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. Black and yellow hazard tape has been sourced for individual teachers to mark off areas within their classrooms to support this.</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. As far as possible and without compromising a full return young people are taught as follows:</p> <p>S1 and S2 in class groups. There will be some mixing of groups as pupils move from non-practical classes to practical classes and back again.</p> <p>S3 pupil have chosen subjects and so will be in mixed groups throughout the day. The mixing of this year group with other year groups is minimal except during breaks.</p> <p>S4-6 are being considered one group. Young people because of the constraints of the timetable will be mixing.</p> <p>All young people have been assigned a different entrance to minimise crowding/crashes. Young people are used to being asked to keep left in corridors and a one-way system is in place on the middle floor.</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.). Additional visors have been sourced as well as having masks, aprons and gloves.</p> <p>Staffroom, altered and numbers limited to consider social distancing, can be used, staff will need to bring their own food and drink. Seats have been marked as “not in use”. Instructions have been issued through the staff briefing to cover this and the storage of food in refrigerators.</p>
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				Two new microwave ovens have been purchased. Instructions have been issued about cleaning of these after use and the provision of surface spray and towels has been made.
5a	Are you able to segregate staff's activities to promote 2 metres distance?	Y	Green	See 5. above.
5b	Are you able to limit the amount of contact staff have with each other to 15 minutes or less	Y	Green	See 5. above.
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 has been put in place where possible on the middle floor. With all pupils in school it was not possible to instigate the one-way system in place for the contingency plan. This would have caused considerable delays to lessons. Instead staggered start and finish times as detailed in Appendix A have been put in place. Keep left instructions have been posted on corridor walls and this is something pupils are well used to. This is well established on stairwells and will continue.
6.	Have staff been trained / notified before returning to work on any new procedures.	Y	Green	Handwashing PPE Social Distancing Training to be completed by those staff returning from August before opening – using In-service day: this risk assessment will be shared with all staff for their comment and amendment on Monday 10 August. All school staff have completed the Google form to say they have done this.
7.	Have staff been instructed on how to hand wash effectively, for the suggested duration and maintain good hygiene practices.	Y	Green	As above Ensure signage is available at all hand wash stations. Posters have been sourced and were already in place. This will be checked by Janitors and School Support Services Manager on Monday 10 August. Staff should report any posters that become tattered or go missing so they can be replaced.
8.	Have staff been instructed on social distancing where practicable while at work.	Y	Green	See 5. above.
9.	Have staff been trained on what to do if they are experiencing COVID-19 symptoms.	Y	Green	All staff have been directed to the People Anytime space on the ACC website and asked to make themselves familiar with this so they know the signs and the actions they should take. This is part of the staff briefing issued on Friday 7 August for staff to work through on the in-service day 10 August. Additional information has been distributed through daily HT updates All staff have been asked to complete a Google Sheet to show they have completed this and other key tasks. PPE Guidance & video links shared with PT SfL to share with PSAs. Done June 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	<p>Every effort will be made to use technology such as Google Meets Teams Meets even when in school to meet with groups of staff. No whole staff meetings will be held. HTs now meet regularly using technology. HT Staff briefing advised only essential meetings following discussion and agreement at SMT meeting on Friday 7 August,</p> <p>Necessary meetings –</p> <ul style="list-style-type: none"> • New staff meeting in assembly Room with social distancing and facial coverings • Support staff to discuss vulnerable learners • Meeting DHT and Heads of House to discuss course choice <p>All meetings to be kept to a minimum and in ventilated rooms with appropriate face coverings as appropriate.</p>
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B: Travel, Access & Egress – Consider how your employees will travel to work, travel for work, access and exit work safely.

No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Are you able to implement sufficient parking restrictions to maintain social distancing measures	Y	Green	Teachers and PSAs have different start time. It is current practice for staff to arrive and leave at different times. School Car park has been closed to all parents who have been encouraged to park and stride. Signage will be in place on Monday 10 August to indicate this,
2.	Are workers required to use either their own vehicle or company vehicle to travel to their task?	N	Green	Schools to adopt car park protocol as well as different start/finish times as above. Staff advised to reverse park, if possible.
3.	Are workers avoiding public transport where applicable and using alternatives (e.g. cycling, walking to work etc).	Y	Green	Where possible – staff will follow guidance for public transport i.e. face coverings.
4.	Have you considered staff that are required to vehicle share for their role and whether this could continue?	Y	Green	Escorts and pupils to follow advice for public transport i.e. wearing of face coverings and maintaining physical distancing where possible. If staff require to car share for attending work, Scottish Government Guidance should be followed in relation to the use of face coverings.
5.	Has the entry and exits to the building/site been limited to the minimum number of points required.	Y	Green	<p>Staggered start/finish times: Pupils Entrances shared with families in HT update dated 7 August 2020. An interactive school map has also been prepared to support young people with additional support needs. See school website. Staggered start times to be agreed/confirmed with staff on Monday 10 August. To be shared with pupils during induction Wednesday 12 – Friday 14 August. The arrangements will be reviewed at the end of week beginning 17 August 2020. This Risk assessment will then be updated.</p>

6.	Has access to the building/site been restricted to visitors and contractors etc.	Y	Green	<p>Essential personnel by prior arrangement only – all protocols to be observed</p> <p>Emergency contractors, as above and when learners are not in attendance where possible. For ongoing planned construction works Corporate Landlord and Capital will work with contractors to ensure appropriate mitigation is in place such as sites physically separated from rest of building and contractors use separate entrances etc.</p> <p>Other essential visitors only where the impact of nonattendance would cause further harm (e.g. essential maintenance contractors, Educational Psychologist)</p> <p>Signage displayed at front door that entry by non-pupils & teaching staff is by prior arrangement only.</p>
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7.	Is it practicable to confine visitors to strictly defined areas and avoid unnecessary movements around the building?	Y	Green	<p>We will inform families that they cannot attend the school without an appointment. This will be organised and recorded by school admin staff. Parents will be asked not to enter the building. If they need to speak to a member of school staff, they should telephone or email in the normal way. All official visitors to arrange appointments and sign in/out and leave contact details (Reception Staff/school administrator to take visitor details for Test and Protect and control virus transmission). Meetings with parents will be conducted online and managed by Principal Teacher Pupil Support and Heads of House.</p> <p>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.</p> <p>Signage will be displayed at school visitor entrances to explain that visitors are generally not permitted, and a telephone number will be provided for visitors to contact a member of office staff within the building should they wish to speak with someone or have an appointment to visit the school. If a visitor has an appointment to access the building, they will be asked first to confirm that they are not displaying COVID-19 symptoms. Those displaying symptoms will not be permitted access. Where possible, visitors permitted access will remain within the reception area of the school and speak with the relevant member(s) of staff via the School Office window</p> <p>Deliveries will be made at the front door, no requirement for entry into the school, Janitorial staff can transport deliveries to required area of school.</p> <p>Contractors will enter and exit the building by the point appropriate to the area they are working in – arranged on a case by case basis. Visits to school by CO; QIM, etc will be via front door for meeting in Head Teacher Office where social distancing can be adhered to.</p>
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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.	N	Green	<p>Procurement of Hand Sanitiser and Cleaning materials to support. Instructions to staff and pupils re use of this during in-service days and induction days.</p> <p>There will be a supply of hand sanitiser, wipes, a covid-19 surface spray and paper towels plus tissues in a box/tray in each class area. Teachers will be able to collect these during the in-service day and staff planning day Monday 10 and Tuesday 11 August 2020.</p> <p>Wall mounted hand sanitisers are located inside each of the pupil entrances. As of Tuesday 11 August there are two in each location.</p> <p>In addition families have been advised that it would be sensible to provide their child(ren) with their own small bottle of sanitiser for personal use.</p>
9.	Is advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and were people congregate.	N	Green	Audit all schools and issue guidance. National guidance to be followed and detailed arrangements to be set out in School Recovery plan. Signs to be printed by school for display. This will be checked on Monday 10 August and staff asked to display signs in their own classroom. Staff will also be asked to alert janitors and SSSM if they become tattered or go missing.
10.	Are the signs displayed reviewed and replaced as necessary?	N	Green	Weekly check to be added to risk assessment for signage. Janitors to replace signage where necessary – janitors will require access to school printing facilities for this – can be done through SSSM and technicians.

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. Initial cleaning is in progress to ensure buildings are fit for small groups of staff to return and a full deep clean will be undertaken prior to pupils return on 12 August.
2	Is the ongoing cleaning frequency sufficient and is cleaning required and can cleaning be undertaken when site/building/premises is occupied?	Y	Green	Daily cleaning will be undertaken by Cleaning Services, supplemented by Janitorial staff undertaking regular cleaning of frequent hand touch points during the school day. All surface cleaning will be undertaken using EN14476 rated (for destroying enveloped viruses) disinfecting solutions.

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, and other resources. Items which cannot be effectively disinfected between uses will be temporarily taken out of use. Staff have been directed to issue, where appropriate resources for pupils' own use. The issue of library books will be reviewed week beginning Monday 10 August. The librarians have a plan In practical subjects we now have advise for PE staff from Education Scotland and are awaiting further advise for other practical subjects to supplement advise issued in June 2020 by SSERC.
4	Have persons undertaking the cleaning been instructed with clear safe usage instructions.	Y	Green	All FM staff are trained in the safe methods of work for activity within their service areas. COVID-19 specific risk assessments have been completed and shared with all staff. Supplementary service specific FAQ's have also been prepared and shared with staff upon their return to work.
5	Can where practical curtains and blinds be removed to minimise the areas where viruses can be difficult or time consuming to remove.	Y	Green	Member of staff to manage blinds in each area of school: teachers will manage use of blinds in their own teaching area. Where possible this should be done by the teacher and not by pupils.
6	Can blinds be kept opened and locked if they cannot be removed.	N	Green	As above
7	Can rugs and mats be removed where safe to do so to make cleaning and disinfection of floors easier.	Y	Green	Janitorial staff asked to complete this task and agree storage prior to opening
8	Have staff been provided with appropriate cleaning products so that they can frequently clean their own work stations during the day.	N	Green	Products have been delivered to school and as previously described a container with a supply of hand sanitiser, wipes, a covid-19 surface spray and paper towels plus tissues is available for each teaching area/class. Teachers will be able to collect these during the in-service day and staff planning day Monday 10 and Tuesday 11 August 2020. There will be sufficient to supply these for all work areas of the school. Staff should contact the school Janitor to have these supplies replenished. Procedures are being developed for replenishing these supplies.

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

Signed: 

Date: 7 October 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.						
Safety of all –								
Psychological well being	Staff, pupils	<p>Regular communication is in place (individual and group) to ensure staff are not ill-informed about returning to work safely. Whole staff communication via email and followed up via ELT and disseminated through FH. HT Daily Update will continue until further notice. HT invites feedback from staff and questions/queries.</p> <p>New workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in procedures and policies and disseminated to employees through line managers and HR.</p> <p>Line managers are aware of how big changes to working arrangements may cause additional work-related stress and affect their employees' mental health and wellbeing.</p> <p>Managers hold regular informal discussions with their team and look at ways to reduce causes of stress including access to ACC Wellbeing support and signposts.</p> <p>Concerns on workload issues or support needs are escalated to line manager.</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	Major	Possible	Medium	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>Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs and undertake a review of your stress risk assessment to reflect new working arrangements, if appropriate. Where you have made significant adjustments to employee's working practices, a review must be undertaken.</p> <p>Employees are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc) through line managers.</p> <p>Employees are made aware of the impact of COVID 19 on their job/change of working environment.</p>						
Psychological wellbeing	Pupils	<p>Contact with individual parents/carers at initial return to ensure relevant, appropriate information is passed on and shared with staff in a timely manner through SEEMIS</p> <p>Ensure first aiders on site at all times following appropriate ratios. PSA rota to facilitate this organised by PT SfL.</p> <p>Ensure named Child protection officer: Doug Haggarty (SMT/Heads of House will deputise)</p> <p>All ACC policies always adhered to . New CP PowerPoint issued to Child protection officer June 2020 for updating with school information.</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	August 2020	
Virus transmission in the workplace	Staff, pupils, visitors	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	P	Extreme	Possible	High	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
	(agreed only in advance)	<p>guidance. 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 employee risk assessment (appendix A) has been undertaken for those who have a self-declared health condition which could increase their risk profile. These were issued to all staff week beginning 22 June 2020. Staff to complete with line manager. These must be reviewed with line managers week beginning 10 August 2020.</p> <p>All staff members who had reported through survey issues with underlying health/childcare were contacted week beginning 3 August by SSSM to ask about how they were feeling about their return to school.</p> <p>The inspection checklist above has been undertaken to identify the control measures to consider reducing the risk of workplace infections and as part of a proactive monitoring regime and checking that preventative and protective control measures are implemented in line with current health and safety general duties.</p> <p>With effect from 31 August 2020 and in line with Scottish Government Guidance all staff and young people will wear Face coverings when in corridors and communal areas of the school including the toilets. This is in addition to when 2m distance cannot be maintained between staff and pupils and the interaction is likely to last more than 10 – 15 minutes.</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>All employees requested to attend a school building should review this exemplar risk assessment, feedback any concerns and agree the content at school level. The risk assessment should then be circulated to all staff and a copy shared with the school QIM and school TU reps. To be done by Daphne McWilliam HT: The plan is for this risk assessment to be shared with all staff on Monday 10 August and time given for them to read through it and raise any concerns with senior management team so that appropriate action can be taken. At the same time a copy will be shared with QIM and H and Safety advisor for the school. By the end of the school day Tuesday 11 August a copy will be on the school website.</p> <p>Advice is shared with staff members and staff have been fully briefed and kept up to date with current advice on staying protected through the company lines of communications (i.e. line managers, HR) and shared with staff.</p>						
Someone entering the workplace with COVID-19	Staff, pupils, visitors (agreed only in advance)	<p>Request that companies who regularly attend our premises or those we work alongside us to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19.</p> <p>Staff are made aware of COVID-19 symptoms via training sessions and visual aids such as posters in key locations, screensavers</p> <p>External visitors will be actively discouraged. Parents will not be allowed entry to the school building and will be encouraged to make contact by email / phone and not in person.</p> <p>Anybody visiting the site will do so only with prior agreement from the Head Teacher and will be informed that they are not to enter if</p>	P	Extreme	Possible	High	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>they're experiencing COVID-19 symptoms, being advised to self-isolate in line with government recommendations</p> <p>Staff and pupils will be informed to self-isolate if they have a person living in the same household or if they have been in contact with someone displaying COVID-19 symptoms. HT update letters have specified exact details as did ACC letter on website Wednesday 26 August 2020.</p>						
Travel to school buildings	Staff, pupils, visitors (agreed only in advance)	<p>Wherever possible private transport should be used to maintain isolation from the public when commuting to the school building.</p> <p>If public transport or car sharing cannot be avoided, the employee/service user should be encouraged to follow current government advice in respect of "face coverings".</p> <p>With effect from 31 August 2020 and in line with Scottish Government Guidance young people who travel on school transport will wear Face coverings on the journey to and from school. This brings school transport into line with public transport.</p> <p>Parking restrictions to maintain social distancing measures in place include...e.g. agreed reverse parking to limit possible exiting of cars from same side.</p> <p>On arrival at the site, employees/service users will use hand sanitiser gel immediately on entry to the workplace. Children are encouraged to avoid travelling to school on either public transport with walking being promoted where safe to do so.</p> <p>Parents will be been advised that access to the car park cannot be permitted and parents/carers are encouraged to walk their child to either the crossing on Braehead way to minimise activity around the school entrances.</p>	P	Moderate	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
		Signs will be placed on bike racks to remind pupils to queue. Staggered starts and finishes to the school day should also help reduce the number of pupils needing to be within the vicinity of the bike racks at any one time.						
Entry and exit to building	Staff, pupils, visitors (agreed only in advance)	<p>See previously stated arrangements for pupil entrance to school: Appendix B shows arrangements for entry and a staff rota in place for supervised entry to the building.</p> <p>Staff will be vigilant about any attempt by members of the public who may try to access the building via the varied pupil entrances. However, it must be recognised that pupils not wearing uniform will make this more challenging for staff who are new to school or do not teach the pupils they are supervising. Anything suspicious to be reported to SMT.</p> <p>Access and exit from a building involving signing in/out at reception digitally managed by clerical support. Staff must enter via the main entrance to facilitate this.</p> <p>External visitors will be actively discouraged. Parents will be encouraged to make contact by email / phone and not in person. Any essential visitors confined to strictly defined areas and unnecessary movements around the building avoided.</p> <p>Hand sanitiser is available in every work area and through the building including access and egress areas where there are no sink facilities.</p>	P	Major	Possible	Medium	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.						
		Advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and were people congregate. Signs displayed reviewed and replaced as necessary.						
Orientation/ Training	Staff, pupils, visitors (agreed only in advance)	<p>Training arrangements have been developed including refresher sessions to ensure staff have been trained before returning to work on any new procedures.</p> <p>Service Users should receive a copy of the 'Returning to School Guide'. For Bridge of Don Academy this comprises the following:</p> <ol style="list-style-type: none"> 1. HT Updated letter to families 10 August 2020 2. HT Briefing and Agenda for In-service Day issued Friday 7 August, 3. Wellbeing Presentation issued 7 August 2020 4. Child Protection Presentation: issued by 10 August 2020 5. Pupil Induction Presentation: issued 10 August 2020 6. This Risk Assessment: Updated 21 August 2020, and shared with staff and parent council thereafter. <p><u>Prior to August 11th On first day of school entry</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 using documents above • Handwashing training: using posters and guidance previously issued. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • PPE Training: PSAs and SfL staff as per previously issued video 22 June 2020. • Updated First Aid Training (for relevant staff) PSAs 	P	Moderate	Possible	Medium	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.						
		<ul style="list-style-type: none"> Updated Fire Evacuation Procedures to be issued by Heather Whiteford. SSSM. The plans remain similar expect that staff must remain 2m distant from pupils. We have no other large spaces near the school we can use to evacuate and so must use the playground area at the rear of the school outside the main teaching block. (The latest Guidance on these measure can be found by clicking the following link Social Distancing Guidelines). <p>All will take responsibility for challenging those not following guidance.</p>						
Personal Hygiene	Staff, pupils, visitors (agreed only in advance)	<p>Staff will follow good infection control guidance (Infection Prevention and Control in Childcare Settings (Day Care and Childminding Settings)).</p> <p>Handwashing procedure posters are displayed in areas where handwashing takes place, in classrooms and throughout the building. As of week beginning 24 August hand washing done in classrooms where there are sinks – order of soap and dispensers placed.</p> <p>All staff/service users will use hand sanitiser on entry to the building. Will also build handwashing into daily routines: in classes were there are sinks.</p> <p>Where hand washing facilities are limited, hand sanitiser will be provided. Hand sanitise will be available in all rooms within the school.</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	Extreme	Likely	High	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>All will be encouraged and reminded to avoid touching eyes, nose and mouth with unwashed hands and to cough directly to crook of elbow.</p> <p>Staff/service users will be encouraged to tie back long hair where appropriate and change clothes daily</p> <p>Handwashing/sanitising will take place:</p> <ul style="list-style-type: none"> • When entering the building • After using the toilet • After blowing the nose • After sneezing or coughing • When changing classroom • Prior to entering school transport • Changing classrooms • Before and after eating or handling food • Before leaving the building/getting into their car • 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. See Appendix for staggered school day.</p> <p>Social gatherings amongst employees have been discouraged whilst at work.</p> <p>Staff requested to keep in touch through remote technology such as phone, internet and social media.</p> <p>Staff 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	Moderate	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
		<p>A one-way flow system is implemented and visual aids, such as floor strips, signage are used for maintaining two meters distance.</p> <p>Desks are arranged to maintain a minimum of 2 meters from each other, with employees facing in opposite directions where possible (e.g. in school office).</p> <p>Through orientation and ongoing reminders all will maintain 2m distancing where possible.</p> <p>Teacher workstations to be arranged to maintain a minimum of 2 meters from pupils and other staff. with staff facing in opposite directions where possible (e.g. Teachers workstation in classrooms).</p> <p>Thorough orientation and ongoing reminders all staff and adults to maintain 2m distancing where possible.</p> <p>Classrooms should be set up with desks facing the front where possible, so that young people do not face each other. 2m physical distancing is required between staff and pupils, with PPE mitigations required where this cannot be realised.</p> <p>Physical contact will be minimised and only take place where a risk assessment has been completed and appropriate PPE arrangements in place (Education PPE Guidance to be followed).</p> <p>Emergency evacuation procedures/ fire drill & muster point updated and shared with employees / service users prior to or on day of entry. To be done school support Services Manager.</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>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. Staff should bring and take home their own crockery and cutlery. These MUST be washed and taken away or taken away to be washed at home.</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>Numbers of employees/service users in a room will be restricted to comply with capacity figures of each individual room.</p> <p>All staff to monitor practice and alert SLT of any potential risks. This will trigger a review of this risk assessment</p> <p>Consideration of whether service user should be removed from setting if they refuse to comply with ACC risk assessment. We are still waiting for further guidance on this from ACC. However, the school already has a well-developed behaviour management policy.</p> <p>The number of learners/staff within each area is limited to the room capacity. This will be managed by the teacher in charge of the class and has been predetermined by timetabling arrangements. See School's rooming capacities spread sheet for further information.</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
Dining arrangements	Staff, pupils, visitors (agreed only in advance)	<p>All employees will be asked to bring a packed lunch and the provision of free school meal vouchers will continue for pupils for the week beginning 10 August 2020.</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. This took place 11 August 2020 to ensure sufficient will be provided, between HT and Cook-in-charge.</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. This took place 11 August 2020.</p> <p>Morning breaks and lunch breaks should be staggered to reduce number of pupils in queues to prevent congestion in the canteen.</p> <p>Updated arrangements 21 AUGUST 2020 Following consultation with staff From Monday 24 August break and lunch will remain the same for S4 - S6 and will change for S1 – S3.</p> <p>S1- S3</p> <p>Morning break 10.20 – 10.40 am</p> <p>Break will be taken within period 2 and pupils will return from break to complete their period 2 lesson.</p> <p>Lunch time will be from 12.05 – 12.55 pm</p>	P	Moderate	Possible	Medium	June 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>Instead of going to their period 4 class pupils will have lunch and return at 12.55 for their period 4 class.</p> <p>At the end of lunch young people will be directed to their entrance for school.</p> <p>Young people will be encouraged to use the canteen and then go outside. They have been told to bring a suitable jacket to permit this. This has been communicated to families through HT update of 10 August 2020.</p> <p>Young people will be expected to comply with the procedures in place in local shops and food outlets. ACC will make use of community wardens where possible to patrol.</p>						
Use of Toilets	Staff, pupils, visitors (agreed only in advance)	<p>Young people have been advised NOT to congregate in toilet areas. Teachers will allow pupils to use the toilet during lessons but will limit one pupil at a time from their class.</p> <p>There will be a strong emphasis on hand washing after visiting the toilet. Janitors will prop open toilet block doors where appropriate to limit touch points.</p>	P	Moderate	Possible	Medium	August 2020	
Employees / Service user becomes unwell	Staff, pupils, visitors (agreed only in advance)	<p>In line with procedures and guidance, only allow employees and service users in good health to be in the setting.</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) 	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
		<ul style="list-style-type: none"> • 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. This was communicated to staff through HT briefing on 7 August 2020 for staff to read and familiarize themselves with on Monday 10 August 2020. https://peopleanytime.aberdeencity.gov.uk/coronavirus-advice-for-employees/coronavirus-restrictions-in-aberdeen/</p> <p>Follow procedures to remove from setting where someone becomes unwell</p> <p>Employee</p> <ul style="list-style-type: none"> • Immediately leave the building and go directly home after first informing line manager and school support services manager Heather Whiteford who will put cover in place. <p>Service User</p> <ul style="list-style-type: none"> • Isolation area within the building identified in case of any individuals who present as unwell during the session (consider near entrance) Meetings Room (Back up SSSM office) • Emergency contact list accessible and up to date • Request for immediate collection by parents/carers • On collection, immediately leave the building and go directly home • Facilities informed and deep clean carried out 						

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
Cleaning and hygiene measures								
Environmental Cleaning	Staff, pupils, visitors (agreed only in advance)	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	
Cleaning Frequency	Staff, pupils, visitors (agreed only in advance)	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. Toilets and washrooms will be cleaned daily by cleaning staff to maintain high standards of cleanliness, using methods and cleaning products in keeping with national guidance (COVID-19-decontamination-in-non-healthcare-settings). Arrangements are being made to have an additional cleaner appointed and allocated to each school. In the meantime, there will be cleaner allocated to be in school during the school day from the current team to do additional cleaning. HT has discussed this with cleaner in charge and a schedule of e.g. cleaning multiple touch points and toilets given to HT.	P	Moderate	Possible	Medium	In place from 11th August and ongoing	
Commonly touched surfaces	Staff, pupils, visitors (agreed only in advance)	Additional sanitisation of taps and flush handles will be undertaken by janitorial services on a regular basis during the school day. All other areas will be cleaned by cleaning staff before the start of every day, paying special attention to door handles, table/counter tops, bannisters, and other areas touched regularly by staff and children, with additional cleaning during the day. Sanitizing wipes will be available in each setting to ensure cleaning and disinfection of frequently touched objects and	P	Moderate	Possible	Medium	In place from 11th August and 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>surfaces (e.g. telephones, keyboards, door handles, desks, tables). This should be undertaken by staff on duty or service users if appropriate.</p> <p>Where practical, soft furnishings are removed to minimise the areas where viruses can be difficult or time consuming to remove.</p> <p>Blinds kept opened and locked if they cannot be removed.</p> <p>Rugs and mats are removed where safe to do so to make cleaning and disinfection of floors easier.</p> <p>Appropriate cleaning products are used during daily preventative clean regime.</p> <p>Staff avoid touching common pieces of equipment such as photocopiers/printers/scanners/faxes and use only dedicated work equipment on the workstations. Where this is unavoidable hand sanitiser should be located near these items of equipment and used before and after use.</p> <p>Any use of common work equipment is restricted and managed. For example SMT should take their own lap to study classes.</p>						
Use of cleaning products	Staff, pupils, visitors (agreed only in advance)	<p>Persons undertaking the cleaning have been instructed with clear safe usage instructions.</p> <p>This was updated to all staff by HT through daily bulletin on 6 October 2020.</p> <p>The relevant Safety Data Sheet and COSHH assessment is provided for the substances in use. (Early Years / Facilities staff)</p> <p>These were re-issued to schools and passed on to First Aiders by HT via PT SfL on 8 October 2020.</p>	P	Moderate	Possible	Medium	In place from 11th August and 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.						
		Correct PPE is provided for the use of cleaning materials e.g. for diluting of Covid-Guard						
Housekeeping	Staff	<p>Appropriate cleaning products are provided, so that staff can frequently clean their workstations during the day. A container with wipes, hand sanitizer, Covid-19 spray and towels, tissues and wipes will be in each teaching/work area of the school. Supplies can be replenished by speaking to the janitor or school support services manager.</p> <p>Additional PSA hours have been allocated to assist with this.</p> <p>The school has received COSHH risk assessments for the product used to clean desks. Any staff who are topping up/diluting supplies have read and understood the risk assessment.</p> <p>Staff provided with waste bins lined with a plastic bag so that they can be emptied by facilities staff without contacting the contents.</p> <p>Facilities Staff are instructed that the emptying of bins and wastepaper baskets should be followed by hand washing.</p>	P	Moderate	Possible	Medium	A re-issue of guidance and instructions to all staff sent by emails	
Close contact / Spillages – bodily fluids, blood, vomit	Staff, pupils, visitors (agreed only in advance)	<p>Employees will follow <u>Education PPE Guidance</u> and should wear appropriate PPE including Fluid resistant face masks (type IIR) for work where individual risk assessment has identified the need at times where staff will provide intimate care or have direct contact (within 2 metres) of children for a period of 10 minutes or more such as:</p> <ul style="list-style-type: none"> ➤ supporting the medical and additional support requirements of children with complex needs ➤ where there are invasive interventions required 	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>➤ where children have difficulty maintaining social distancing for 10 minutes or more</p> <p>Identified Health & Wellbeing Coordinator will ensure that a regular stock take is done and order completed on a 4 weekly basis.</p> <p>PPE Order will cover</p> <p>Central Order of</p> <ul style="list-style-type: none"> • Gloves • Aprons • Face Masks • Hand Sanitiser <p>Local order of</p> <ul style="list-style-type: none"> • Tissues 						

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

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Fire Safety Systems / Emergency Lighting - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Fire, heat, burns, smoke inhalation	Staff, pupils, visitors (agreed only in advance)	Responsible person has carried out checks on your building in the following areas: Emergency lighting suitable, sufficient, and maintained. Suitable number fire extinguishers available in required locations. Fire hoses available and operational (If installed). 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	
Ventilation / Humidity / Lighting & Heating Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Temperature/ Humidity	Staff, pupils, visitors	Workplace temperatures are not too hot or too cold (at least 17 degrees Celsius).	E	Minor	Possible	Medium		

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
	(agreed only in advance)	Measures can be taken to control temperature extremes and/or humidity levels such as through computerised EHAV system.						
Ventilation	Staff, pupils, visitors (agreed only in advance)	<p>Natural ventilation is available in the workplace, e.g. windows or open doorways. It is not possible for all teachers to work in spaces with windows. Some rooms have ventilation i.e. G13 and G16 and when doors are left open this should be sufficient according to facilities staff to provide adequate ventilation. Any staff member who is concerned about the ventilation in an area where they are working should contact their line manager and SMT and we will contact Health and Safety advisor and facilities to reach a solution. Alternative rooms can also be provided. We will be mindful when doing this to avoid the need to hot desk.</p> <p>If natural ventilation is insufficient, ventilators, fans or air conditioners provided to ensure a consistent flow of fresh air.</p> <p>Air exchange rate of the air handling system meet standard requirements for the occupants in the building.</p> <p>Ventilation systems have been adequately maintained and serviced.</p>	E	Minor	Possible	Medium		
HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment,	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

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
specific tasks 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, pupils, visitors (agreed only in advance)	Gas installations e.g. boilers been inspected, tested and maintained at required frequencies. Adequate ventilation available next to gas installations. Gas isolation control switches available and clearly identified. Supplier's emergency contact number clearly displayed, un-obscured and legible. Gas cylinders being used safely (if used).	P	Extreme	Possible	High	August 2020	
Legionella/Water Systems/Hygiene - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Water outlets Legionella	Staff, pupils, visitors (agreed only in advance)	Tanks, taps and shower outlets inspected and maintained. Suitable controls in place to reduce the risk of legionnaires disease. Showers been run at maximum temperature for 5mins to eliminate standing water and eradicate legionella bacteria. All other outlets to have been run for 5mins to eliminate standing water, prior to staff returning	P	Major	Possible	Medium	August 2020	
Drinking water	Staff, pupils, visitors (agreed)	Drinking water facilities are available to fill personal water bottles.	P	Moderate	Possible	Medium	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.						
	only in advance)	Signage advising users not to touch the tap with their mouth, or the mouth of their water bottle should be displayed. Users should wash hands before and after using the water fountain. Signs are in place beside the 3 water fountains. Regular cleaning with food-safe antibacterial sprays will help minimise risks. Separate drinking water facilities are available for staff – in the staff centre.						

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Statutory Inspections	Staff, visitors, pupils	Responsible person has carried out checks on your building in the following areas: Thorough examination, inspection, test and maintenance certificate and logs available and up-to-date for the premises, plant and equipment e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems.	P	Major	Possible	Medium	August 2020	

Action Plan

Point Ref	Details of Corrective Action Required	Timescale	Responsible Person	Closed Out
A1	Risk assessment for staff with self-declared health condition to be undertaken with all relevant Staff – staff advised to discuss and update any risk assessment – to be sent to Heather Whiteford School Support Services Manager. See Appendix A at the end of this risk assessment.	August 2020	Line managers/H&S	Completed
A3	Tracking system to be developed and maintained for vulnerable staff to be done by individual line managers and Heather Whiteford (SSSM). All have had initial phone conversation with SSSM prior to return to school. Completed by 7 August 2020.	June 2020	CJ//P&O/line managers	completed
A5c	Guidance on school building arrangements for each building to be created and circulated as appropriate	June 2020	HTs /Corporate Landlord	Completed
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/Corporate Landlord	Completed and checklist checked by HT Monday 17 august 2020.
B6/B7	Contractor and visitor to schools protocol and policy to be updated and shared with all schools	June 2020	Corporate Landlord	Completed
B8	Co-ordinated procurement of PPE including hand sanitiser and cleaning materials	June 2020	FL/H&S	Ordering system in place.
C	Soft furnishings/blinds/mats etc to be removed where safe to do so- done by janitors where appropriate as of 7 August 2020.	August 2020	HTs /Corporate Landlord	Where appropriate removed,
C1	Each school building to be deep cleaned before staff and/or pupils return	June 2020	Facilities	completed
C2-4	Cleaning guidance issued to all schools	June 2020	Facilities	Completed by 17 August 2020
C8	Provision of appropriate cleaning products and usage instruction to school staff – now in school. Awaiting paper towels as of 7 August 2020	June 2020	Facilities	Order received and distributed.
D1-6	All required building related safety inspections undertaken and completed	August 2020	Corporate Landlord	Completed June 2020

Additional Comments	Tissues to be ordered – done and in school August 2020 Individual risk assessments will require updating and/or completion done August 10 2020 Awaiting further updates form ACC – re pupil non-compliance
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Signed:

Daphne V. Munn

Date:

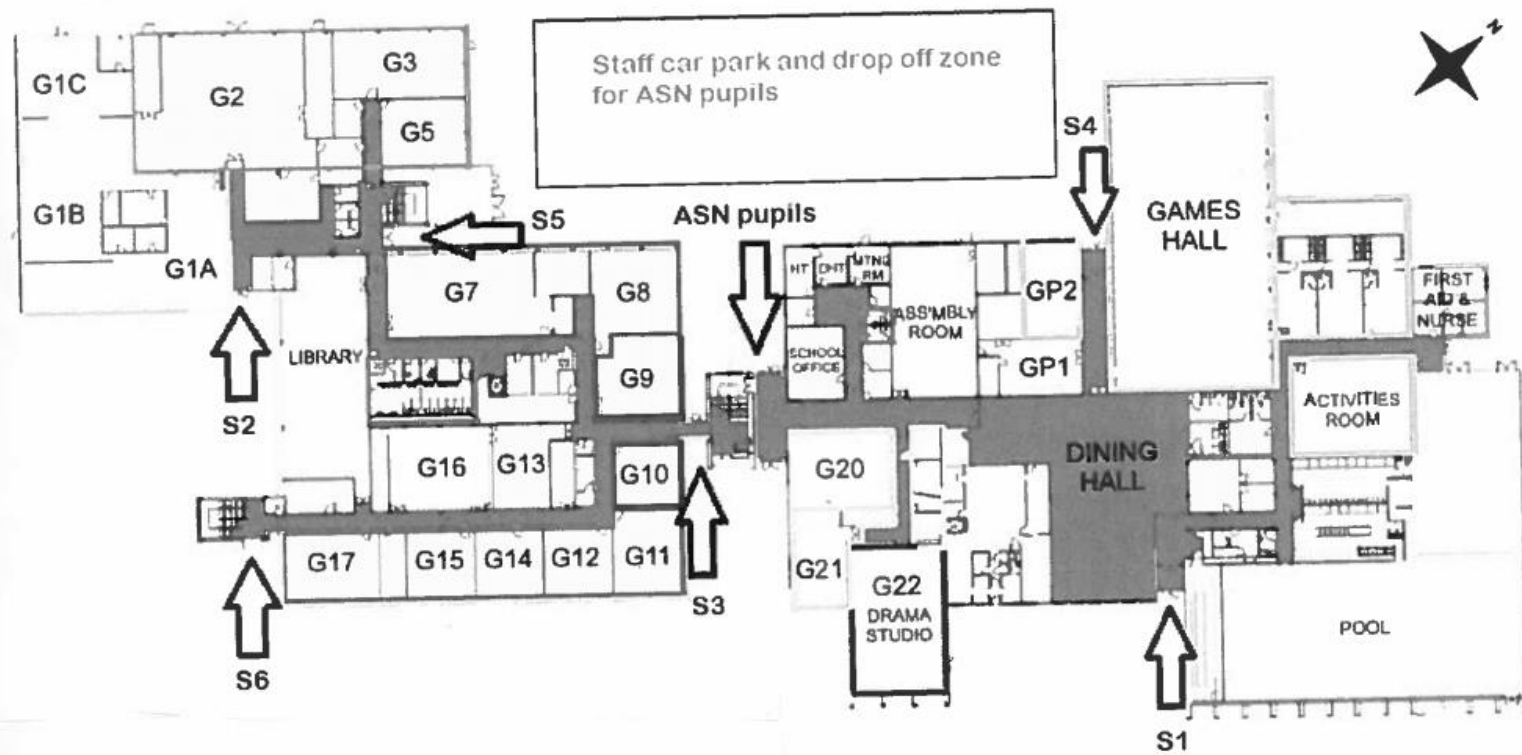
7 October 2020

Appendix A Part 1 Door duty rota and separate pupil entrances.

Pupil Supervision Duty Rota August 2020 – Names of teachers removed

Be at door ready to welcome pupils few minutes before due in Direct to use hand sanitise Ensure appropriate physical distancing be alert to
strangers

	Before School	After early break 10.40 am	After Normal break 11.05 am	After early lunch 12.55 PM	After normal lunch 13.55	After S1-3 Afternoon break
Monday	S1 - 8.35 S2 - 08.35 S3 - 08.45 S4 - 08.45 S5 - 08.45 S6 - 08.35	S1 S2 S3	S4 S5 S6	S1 S2 S3	S4 S5 S6	S1 S2 S3
Tuesday	S1 - 08.35 S2 - 08.35 S3 - 08.45 S4 - 08.45 S5 - 08.45 S6 - 08.35	S1 S2 S3	S4 S5 S6	S1 S2 S3	S4 S5 S6	S1 S2 S3
Wednesday	S1 - 08.35 S2 - 08.35 S3 08.45 S4 -08.45 S5 08.45 S6 08.35	S1 S2 S3	S4 S5 S6	S1 S2 S3	S4 S5 S6	
Thursday	S1 - 08.35 S2 - 08.35 S3 - 08.45 S4 - 08.45 S5 - 08.45 S6 - 08.35	S1 S2 S3	S4 S5 S6	S1 S2 S3	S4 S5 S6	
Friday	S1 - 08.35 S2 - 08.35 S3 - 08.45 S4 - 08.45 S5 - 08.45 S6 - 08.35	S1 S2 S3	S4 S5 S6	S1 S2 S3	S4 S5 S6	



**BRIDGE OF DON
ACADEMY**

Appendix A Part 2 Staggered School day

Bridge of Don Academy: Staggered School Day August 2020

Time	Monday and Tuesday	Wednesday to Friday
08.35 am	S1, S2 and S6 enter and go straight to period 1 class	Same as Monday and Tuesday
08.45 am	S3, S4 and S5 enter and go straight to period 1 class	Same as Monday and Tuesday
09.45 am	Change over from period 1 to 2	Same as Monday and Tuesday
10.20 am	S1 – S3 Morning Break begins	Same as Monday and Tuesday
10.40 am	S1 – S3 Morning Break ends - go back to period 2 class	Same as Monday and Tuesday
10.45 am	S4 – 6 Morning Break Begins	Same as Monday and Tuesday
11.05 am	S4 – 6 go to period 3 class S1 – S3 go to period 3 class	Same as Monday and Tuesday
12.05 pm	S1- S3 go to lunch S4 – S6 go to period 4 class	Same as Monday and Tuesday
12.50 pm	S1 – S3 Lunch Break ends go to period 4 class	Same as Monday and Tuesday
13.05 pm	S4- 6 Lunch Break Begins	Same as Monday and Tuesday
13.50 pm	S1- S3 go to period 5 class	Same as Monday and Tuesday
13.55 pm	S4 – S6 Lunch break ends go to period 5 class	Same as Monday and Tuesday
14.50 pm	S1 – S3 Afternoon Break Begins (Monday and Tuesday only)	All pupils (S1-S6) still in class
14.55 pm	S4 – S6 go to period 6 class	End of school day for all pupils
15.00 pm	S1 – S3 go to period 6 class	
15.55 pm	End of school day for all pupils	

Appendix B – Risk Assessment Scoring and Rating Table



Appendix 2 - Risk scoring and rating table

Severity (S)

This is the degree of harm that may be caused

1.	NIL	No risk of injury or harm.
2.	LOW	Causing a minor injury which would allow the person to continue work after first aid treatment on site or at a local surgery.
3.	MEDIUM	Causing injury or harm capable of keeping a person off work for more than three days or more and reportable under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 RIDDOR.
4.	MAJOR	Causing a major injury reportable under RIDDOR.
5.	HIGH	Causing a death to one or more people.

Likelihood (L)

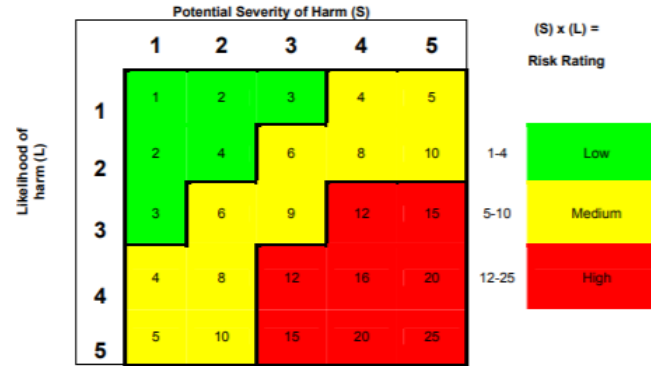
This is the likelihood that an event will occur

1.	HIGHLY UNLIKELY	Only under a very rare combination of circumstances /conditions could there be any likelihood of an accident or illness.
2.	UNLIKELY	Possible occurrence if other factors were present the incident might occur but the probability of this is low.
3.	LIKELY	The accident may happen.
4.	HIGHLY LIKELY	If the prevailing circumstances continue it is probable an accident will occur.
5.	NEAR CERTAIN	If the work continues as it is, there is almost a 100% certainty an accident will happen.

SEVERITY (S) x LIKELIHOOD (L) = RISK RATING (RR)



The risk rating based on existing situation including control measures present at the time of assessment can be evaluated as follows:



1 - 4	Low	Review on change of process or if circumstances change. Any small and/or easy methods to improve should be made to ensure continuous improvement of risk management.
5 - 10	Moderate	Examine areas of exposure in the activity; decide timescales for completion of all agreed actions and record on action plan. Provide additional monitoring of agreed controls until they are fully implemented. Closely monitor effectiveness of new controls put in place
12 - 25	Unacceptable	Until effective interim controls are agreed and implemented, and an action plan to permanently reduce the risk to an acceptable level has been agreed do not recommence