

## 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.

<b>Service area: ICFS</b>
<b>Site Address: Kaimhill School</b>
<b>Service manager: Chief Education Officer</b>
<b>Inspection Undertaken by: Head Teacher</b>
<b>Approved by: H&amp;S Adviser</b>

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

<b>A: Employees – Consider what impact returning to work would have on your employees and how to keep your employees safe.</b>				
<b>No</b>	<b>Issues</b>	<b>Y/N/NA</b>	<b>Rating R/A/G</b>	<b>Comments</b>
1.	Has a risk assessment been undertaken for those who have a self-declared health condition which could increase their risk profile.	Y	<b>Green</b>	A template for an individual worker’s risk assessment is provided at the end of this document. All staff have undertaken covid-age assessment – actions identified as required. <i>Changes in staff circumstances will be captured/covid age risk assessment re-visited where required.</i> <i>A review of individual risk assessments will be undertaken for any shielding staff on 05 01 21 - two-week fit note issued from Chief Medical Officer where applicable.</i> <i>Parents and carers of children who are on shielding list should gain clinical advice on the suitability of in-school attendance for their children.</i>
2.	Have you engaged with Trade Unions and staff during the reinstatement of the work process and in the drafting of this risk assessment to consider work processes and required controls?	Y	<b>Green</b>	Risk assessment shared with TUs and in line with SG guidance and been consulted with staff at school. <i>Updated risk assessment shared with staff and TU reps - 05 01 21.</i>

3.	Are you tracking people who have been identified as high risk/are shielding.	Y	Green	Employees will record absence within CoreHR. The risk assessment should be 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	Green	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. Dyslexia Outreach Service staff will be based at Kaimhill School. All staff are encouraged to take NCCT at home, and almost all do. Teaching staff with a registration class will work from home, where practicable. CORE HR updated daily as required.
5.	Can all staff maintain the <a href="#">Scottish Government</a> guidelines for social distancing based on your industry ( <a href="#">The latest Social Distancing Guidelines available here</a> ). These could include but are not limited to the following:	Y	Green	<p>2 m distancing should be maintained between staff, other adults, and between staff and pupils. Classrooms are arranged so that staff can maintain 2 m distancing (e.g. staff workstation 2m from nearest pupil desks). Teacher / staff workstations will be wiped down between each use by different individuals, hand washing facilities / hand sanitiser available.</p> <p>ELC will not socially distance from children, however as per Scottish Government Guidance they will maintain 2m distance from each other and parents.</p> <p>Pupils assigned to learn within class 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 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 to be altered and numbers limited (14) to take account of social distancing. Staff will need to bring their own food and drinks. Staff may go home for lunch and remain offsite for the duration of the lunchbreak, as opposed to a café. Staff are encouraged only to eat at home and undertake the usual hand sanitising requirements on entry to the building.</p> <p>A safe space has been identified in the Rainbow Room for individual pupils to access if Person Centred Risk Assessment (PCRA) process shows this is needed.</p>

5a	Are you able to segregate staff's activities to promote 2 metres distance?	<b>Y</b>	<b>Amber</b>	<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>Staff will wear a fluid resistant face covering if the need arises to be within 2 meters of pupils i.e. supporting individual pupils with learning tasks, working with groups for front-of-class teacher input</p> <p>Pupils assigned to learn within specific classes (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 Rainbow Room / 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 has been altered and numbers limited to take account of social distancing. Staff bring their own food and drinks. A safe space has been identified in the Rainbow Room for individual pupils to access where PCRA process shows this is needed.</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	<b>Y</b>	<b>Green</b>	<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.). All staff are wear a fluid resistant face covering in the dining hall.</p> <p>Staffroom is limited to 14 members of staff at any one time to take account of social distancing. Staff will need to bring their own food and drinks. Two members of staff will be permitted in the kitchen area of staffroom. Staff lunchbreak is 45 minutes. Where staff choose to spend time in the staff room clear sanitisation and social distancing measures are in place. Staggered breaks support staffroom capacity.</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.	<b>Y</b>	<b>Green</b>	<p>Following careful consideration of our Kaimhill building a 'Keep Left' approach will be maintained at all times. Signage throughout the school provides visual reminders. Children have been inducted in this approach. All pupils and staff have been briefed on this, and there was an induction process at the start of each day a new group of pupils commenced the new term in school (August 2020).</p>
6.	Have staff been trained / notified before returning to work on any new procedures.	<b>Y</b>	<b>Green</b>	<p>One way systems – to ensure social distancing between staff, staff / pupils, etc. Keeping to the left when moving around corridors and stairs.</p> <p>Training to be completed by all staff on Monday 10th August 2020. Training to be completed by all staff before opening on 12<sup>th</sup> August – HT has created a training checklist accessible on Kaimhill School G:Drive for all staff to undertake relevant training. Dates identified for SLT- led training.</p> <p>Handwashing, PPE, Social Distancing</p> <p><a href="#">Student protocol developed to support student placements in school (starting Term 2-26/10/20).</a></p>
7.	Have staff been instructed on how to hand wash effectively, for the suggested duration and maintain good hygiene practices.	<b>Y</b>	<b>Green</b>	<p>As above</p> <p>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 are 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. Individual Risk Assessments to be created for Nursery children who require these. A desk placed outside each classroom or learning space will support the delivery of 1-2-1/small group interventions for (individual) pupils. The following must be undertaken for each support session.</p> <ul style="list-style-type: none"> <li>• Staff member will wash hands before and after input with individual pupils</li> <li>• Face covering MUST be worn at all times by staff member</li> <li>• Tables and chairs will be sanitised before and after each use</li> <li>• No sharing of intervention resources between pupils and safely stored between uses.</li> </ul> <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 is in use, physically altered and numbers limited to take account of social distancing. Staff bring their own food and drinks. Additional signage added around school to assist with social distancing.</p>
9.	Have staff been trained on what to do if they are experiencing COVID-19 symptoms.	Y	Green	<p>Staff will be advised not to come to work for 14 days if experiencing Covid-type symptoms. They should self-isolate and arrange a Covid test as soon as possible. Updated guidance issued to all staff teams on Monday 10th August 2020. <b>Ongoing, updated advice provided</b></p>
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>Staff have been advised to avoid public transport if possible. If using public transport, social distancing should be observed, along with the wearing of a face covering. Staff have been advised not to car share. Where at all possible, staff will continue to work from home. Add travel to risk assessment SLT/MAMs meeting using Teams – and with central officers. <b>Strict limitations on staff movement between schools, staff only work in one school.</b></p>
<b>B: Travel, Access &amp; Egress – Consider how your employees will travel to work, travel for work, access and exit work safely.</b>				
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	Green	Schools to adopt car park protocol (e.g. all reverse parking to limit exiting cars at same time and to aid social distancing). 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. Staff using the Kaimhill Staff carpark must leave a parking bay in between parked cars, where possible.
2.	Are workers required to use their own vehicle to travel to their task?	Y	Green	Kaimhill School has an existing car park protocol that all reverse park to limit exiting cars at same time. Wherever possible private transport is used to maintain isolation from the public when commuting to the school. Staff should not be moving between schools, meetings to be done remotely where possible.
3.	Are workers avoiding public transport where applicable and using alternatives (e.g. cycling, walking to work etc).	Y	Green	Wherever possible private transport is used to maintain isolation from the public when commuting to the school. Where possible and if public transport cannot be avoided, the employee is encouraged to follow current government advice in respect of "face coverings".
4.	Have you considered staff that are required to vehicle share for their role and whether this could continue?	Y	Green	N/A at Kaimhill School
5.	Has the entry and exits to the building/site been limited to the minimum number of points required.	N/A	Green	School car park will be the only be available for staff. Parent / pupil vehicles will not be allowed to enter the car park, unless a pupil has a disability. (site specific).  More entry/exit points are being used at Kaimhill School to promote social distancing between adults, and adults and children. Signage displayed at all entry points re social distancing requirements.



6.	Has access to the building/site been restricted to visitors and contractors etc.	Y	Green	<p>Essential personnel will be admitted by prior arrangement only/ appointment only – all protocols to be observed. Emergency contractors, as above and with reference to 3Rs protocols at Kaimhill School. Protocol for procedures for repairs and maintenance work in 3Rs schools 14<sup>th</sup> September 2020 will be adhered to. Daily communication between RFM janitor and HT.</p> <p>For ongoing planned construction works Robertson’s Facilities Management (RFM) 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 will only be admitted where the impact of non-attendance would cause further harm (e.g. essential maintenance contractors, Educational Psychologist) The HT will strictly adhere to ACC Route Map (10/09/20 and subsequent updates) when other visitors require to be admitted to the school. Kaimhill School R.A. will be shared prior to visit and a protocol provided for duration of time on site.</p> <p>The school gates will be locked promptly following pupils’ entry to the playground at the start of each day by the school caretaker.</p> <p>The After-School Club (CLIC – commencing 140920) has created their risk assessment inline with school protocols and this has been approved by ACC, in consultation with the HT and RFM.</p> <p>Following ACC Route Map (090920) supply teachers can be deployed – HT will liaise and plan with colleagues.</p> <p>Digital sign-in introduced for all school staff and visitors.</p>
7.	Is it practicable to confine visitors to strictly defined areas and avoid unnecessary movements around the building?	Y	Green	<p>Parents do not to enter the building. If they need to speak to a member of school staff, they telephone or email in the normal way. All visitors to arrange appointments with office staff. <a href="#">Sign in/out is digital and contact details are stored for 4 weeks for Test and Protect purposes and to reduce risk of virus transmission.</a></p> <p>Where it is essential that a visitor attend the school, such as a parent / carer collecting an unwell child, the parent will not be admitted to the school foyer and can collect their child from the school front door. Signage will be displayed at school visitor entrances to explain that visitors are 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. Where safeguarding support is required from police/social work colleagues, the community wing is accessed and RFM staff support cleaning measures.</p> <p>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>

8.	Have appropriate hand wash stations (toilets) and/or hand sanitiser pump action containers been made available in every work area and on main travel routes through the building/site including access and egress areas.	Y	Green	Procurement of Hand Sanitiser and Cleaning materials continues to support the Kaimhill Return to School Plan. This plan states that hand sanitiser stations will be available at each usable entrance point to the building as there is no immediate access to soap and water in these areas. Stocks are checked and recorded daily by a designated PSA (PPE coordinator). This is undertaken by a designated EYP in the nursery setting. Appropriate areas for stations have also been identified on the main travel routes throughout the school.
9.	Is advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and were people congregate.	Y	Green	Children and staff are reminded to wash their hands with soap and water for at least 20 seconds, or use an alcohol hand sanitiser (not ELC – Nov 2020) 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 are reminded to avoid touching their eyes, nose or mouth, especially with unwashed hands.  Posters and signage are displayed around the school to remind everyone of the need for regular handwashing. All staff support children to understand the importance of closely following these routines as part of ongoing safety in school, and younger children are supervised to support their engagement with these essential hygiene practices. All signage is in line with up-to-date Scottish Government guidance.
10.	Are the signs displayed reviewed and replaced as necessary?	Y	Amber	Weekly check to be added to risk assessment for signage. Janitors to replace signage where necessary – Kaimhill School caretaker will be supported by SLT and PPE coordinator in this task.  Ongoing update of signage – replace as required due to wear and tear. Face coverings signage introduced for parents/carers.

**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. Kaimhill School will undergo a 'deep clean' on the weeks commencing 22 <sup>nd</sup> and 29 <sup>th</sup> June 2020. Cleaning has been undertaken to ensure the building was fit for small groups of staff to return and a further deep clean will be undertaken prior to pupils return on 12 <sup>th</sup> 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 RFM Cleaning Services, supplemented by the Kaimhill caretaker 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. Copy of janitorial cleaning schedule shared with SLT, and all staff. Enhanced cleaning in placed by RFM from 26/10/20 – additional 3 hours 11.00am-2.00pm. Recording undertaken by RFM and school office staff.

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. Appropriate cleaning materials are provided within the staffroom to assist staff with sanitising touchpoints after individual use. Enhanced touchpoint cleaning in placed by RFM from 26/10/20 – additional 3 hours 11.00am-2.00pm. This includes overspill areas.
4	Have persons undertaking the cleaning been instructed with clear safe usage instructions.	Y	Green	All RFM 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 Kaimhill School 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	The class teacher is the only member of staff permitted to touch and sanitise the roller blinds in each learning and teaching area. This applies to nominated members of staff in the staff room, nursery setting and SLT/school offices.
6	Can blinds be kept opened and locked if they cannot be removed.	N/A	Green	As above
7	Can rugs and mats be removed where safe to do so to make cleaning and disinfection of floors easier.	Y	Green	All rugs and mats have been removed and stored in a locked area until it is safe for them to be replaced.
8	Have staff been provided with appropriate cleaning products so that they can frequently clean their own work stations during the day.	Y	Green	Products to be ordered by individual schools through PPE order form. A PPE coordinator has appointed to support this process with daily risk assessment tasks outlined. Facilities Management to assist in storing and replenishing appropriate cleaning materials. All staff continue to wipe down any equipment after use to mitigate risk. All staff ensure touchpoint cleaning of toasters, kettles etc is undertaken. Signage displayed re requirement of touchpoint cleaning.

**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
	<b>Has your responsible person carried out checks on your building in the following areas:</b>			
1.	Fire Safety Systems / Emergency Lighting.	Y	Green	RFM confirmed to Susie Webster (HT) all checks up to date – w/b150620 and ongoing. Prior to this staff access to building restricted to daytime hours only, max 4 people for no more than 2 hours each day, and only for specific recovery planning purposes. Sprinkler systems testing – 08/01/21

2.	Ventilation / Humidity / Lighting & Heating.	Y	Green	RFM confirmed to Susie Webster (HT) all checks up to date – w/b150620. Prior to this staff access to building restricted to daytime hours only, max 4 people for no more than 2 hours each day, and only for specific recovery planning purposes.  Daily communication between HT and RFM janitor re windows, thermal comfort and ventilation. Ventilation – ACC Flow chart developed, shared with all staff (271020) and followed to support thermal comfort.
3.	Gas Installations.	Y	Green	RFM confirmed to Susie Webster (HT) all checks up to date – w/b150620 and ongoing. Prior to this staff access to building restricted to daytime hours only, max 4 people for no more than 2 hours each day, and only for specific recovery planning purposes.
4.	Legionella Controls.	Y	Green	RFM confirmed to Susie Webster (HT) all checks up to date – w/b150620 and ongoing. Prior to this staff access to building restricted to daytime hours only, max 4 people 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	RFM confirmed to Susie Webster (HT) all checks up to date – w/b150620 and ongoing. Prior to this staff access to building restricted to daytime hours only, max 4 people for no more than 2 hours each day, and only for specific recovery planning purposes.

Signed: **Susie Webster**

Date: **4<sup>th</sup> November 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.						
<b>Safety of all –</b>								

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.						
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 via email, Teams, Google Meets, and where required individual phone calls. <b>ALL meetings/communications are virtual.</b></p> <p>New workplace controls were put in place to reduce risk of exposure to COVID 19 as documented in the Kaimhill Return to School Plan (august 2020) 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. Supportive feedback and reassurance provided from SLT. Individual concerns responded to promptly. Provision of hours within work-time agreement to support COVID-19 generated workload.</p> <p>Guidance for managers and employees on the Zone. <a href="https://peopleanytime.aberdeencity.gov.uk/coronavirus-advice-for-employees/">https://peopleanytime.aberdeencity.gov.uk/coronavirus-advice-for-employees/</a></p> <p>Managers hold regular informal discussions with their team and look at ways to reduce causes of stress including access to ACC Wellbeing support and signposts.</p> <p>Concerns on workload issues or support needs are escalated to HT, DHT and PT. 3 wellbeing champions have been identified to support teaching, PSA and nursery staff teams. The TU reps also provide a supportive voice for collective staff concerns.</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. The</p>	E	Major	Possible	Medium	August 2020	11 <sup>th</sup> August 2020 – SW 041120 – SW 050121 - SW

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>Kaimhill team is underpinned by supportive professionals at all levels.</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>All Kaimhill staff are aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc) through SLT.</p> <p>Staff are made aware of the impact of COVID 19 on their job/change of working environment.</p> <p>Staff provided with Covid Age Calculator - <a href="#">Coronavirus – staying safe while working</a> and follow up dialogue with HT where required to support staff anxieties.</p>						
Psychological wellbeing	Pupils	<p>Contact with individual parents/carers at initial return ensured relevant, appropriate information was passed on and shared with staff in a timely manner through SEEMIS. Person-Centred-Risk-Assessment undertaken for individual pupils – parents consulted.</p> <p><b>Provision made for vulnerable pupils 050121</b></p> <p>Ensure first aiders on site at all times following appropriate ratios. (All PSAs, nursery and office staff first aid trained)</p> <p>Ensure named Child protection officer available within each setting. (Susie Webster-HT) CP training for all staff undertaken 29<sup>th</sup> June 2020. <b>Subsequent CP training for additional staff/ students.</b></p> <p>All ACC policies adhered to at all times.</p>	E	Major	Possible	Medium	August 2020	11 <sup>th</sup> August & ongoing 041120 – SW 050121 - SW

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 working with children to continue to be calm, nurturing and caring, seeking confirmation from line manager if unsure of anything. Consistent implementation of Kaimhill School Positive Relationships and Health and Wellbeing Policies and SHANARRI approaches. Curriculum support via ACC HWB model, Bounce back and Emotion Works (staff training required). Universal support from Barnardo's Northern Star Worker.						
Virus transmission in the workplace	Staff, pupils, visitors (agreed only in advance)	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. SLT will undertake consultation with public health to aid clarity (01224 558520)  Test and Protect see link below <a href="https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect-information-leaflet-2/pages/coronavirus-covid-19-test-and-protect---step-by-step-guide/">https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect-information-leaflet-2/pages/coronavirus-covid-19-test-and-protect---step-by-step-guide/</a>  Specific individual employee risk assessment (Appendix A) has been undertaken (June/August 2020) for those who have a self-declared health condition which could increase their risk profile. Referral to OH has supported this proves for individual staff members.  The inspection checklist above has been undertaken within the Kaimhill 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.  All employees requested to attend the Kaimhill School building review this risk assessment, feedback any concerns and agree the content at school level. The risk assessment has been	P	Extreme	Possible	High	August 2020	11 <sup>th</sup> August & ongoing 041120 – SW 050121 - SW

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>circulated to all staff and a copy shared with the school QIM and school TU reps.</p> <p>Advice is shared with staff members and all staff teams have been fully briefed and kept up to date with current advice on staying protected through the school 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>External visitors to the Kaimhill School building will generally not be permitted. The only exceptions to this will be for:</p> <ul style="list-style-type: none"> <li>Local authority officers required to visit the school to provide essential support to pupils or staff (by pre-arranged appointment only)</li> <li>Contractors required to access the main building or grounds to undertake essential planned maintenance or repairs (by pre-arranged appointment only with RFM/Graeme Craig)</li> <li>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 from the rest of the school, and the work has been approved to go ahead by RFM</li> <li>Any other visitors required to enter the building for emergency purposes, including emergency repairs</li> <li>Student Placements (from 261020)</li> </ul> <p>Protocol for procedures for repairs and maintenance work in 3Rs schools 14<sup>th</sup> September 2020 will be adhered to. Daily communication between RFM janitor and HT.</p> <p>We request that companies who regularly attend our premises or those we work alongside us to provide their health and safety</p>	E	Extreme	Possible	High	August 2020	Ongoing 041120 – SW 050121 - SW



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>policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19.</p> <p>Where possible all appointments to be pre-arranged 3-4 days in advance of visit.</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 are discouraged. Parents will not be permitted to visit the school to speak to teachers about their children. This has been 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>Anybody visiting the site will do so only with prior agreement from / appointment with the Head Teacher and will be informed that they are not to enter if they're experiencing COVID-19 symptoms, being advised to self-isolate in line with government recommendations The HT will strictly adhere to ACC Route Map (10/09/20 and subsequent updates) when other visitors require to be admitted to the school. Kaimhill School R.A. will be shared prior to any visit and a protocol provided for duration of time on site.</p> <p>Staff and pupils will be informed to self-isolate for 14 days if they have a person living in the same household or if they've been in contact with someone displaying COVID-19 symptoms.</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>	E	Moderate	Possible	Medium	August 2020	Ongoing 041120 – SW 050121 - SW

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>Parents and carers can make use of locations nearby that support a Park and Stride approach to limit traffic near the school. Restrictions will be placed on entering the school car park. Only parents of children with additional support needs who had previous arrangements will be permitted access to ensure that groups do not congregate. Blue Badge Holders MUST strictly use the Disabled Bays provided.</p> <p>On arrival at the site, employees should thoroughly wash their hands for at least for 20 seconds or use hand sanitiser gel immediately on entry to the workplace (located on the table beside the fobbed internal school entry door). Handwash in the community WC ( located in the corner of the school foyer) prior to entry to school. This WC is <b>ONLY</b> to be used as a handwashing facility and the door will be left open at all times.</p> <p>Children are encouraged to avoid travelling to school on either public or school transport with walking being promoted where safe to do so.</p> <p>All Kaimhill pupils are encouraged to walk/cycle to school.</p>						
Entry and exit to building	Staff, pupils, visitors (agreed only in advance)	<p>All visits should be pre-arranged appointment with the Head teacher.</p> <p>Entry and exits to Kaimhill School are planned and managed to support physical distancing within the building. 8 classes will directly enter through their external classroom door to limit interactions with others whilst moving through school. The remaining 4 classes will use their designated playground entry and exit doors.</p> <p>All staff will enter through the main entrance to the Kaimhill School building which will be on a fobbed basis.</p>	E	Major	Possible	Medium	August 2020	Ongoing 041120 – SW 050121 - SW

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>Visitor access and exit from a building is managed by office staff. Name and contact telephone numbers of all visitors entering the building is recorded digitally, along with the date and times of their attendance, in order to support the national Test and Protect Strategy.</p> <p>Parents have been informed of the need to avoid visiting the school and make appointments to speak to staff via groupcall email. This information will also be available via Kaimhill School website and twitter feed. Office staff update parents, as per guidance from HT. Office staff manage the allocation of appointments for parents speaking to staff.</p> <p>External visitors are actively discouraged. Parents are encouraged to make contact by email / phone and not in person. Any essential visitors are confined to strictly defined areas and unnecessary movements around the building avoided.</p> <p>Hand sanitiser is available throughout the building including access and egress areas where there are no sink facilities.</p> <p>Advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and were people congregate.</p> <p>Signage is reviewed and replaced as necessary.</p>						
Orientation/ Training	Staff, pupils, visitors (agreed)	Staff, pupils and parents have been provided with the School Recovery Contingency Plan/Return To School Plan (August 2020) which details issues such as the following: Prior to August 11th (on in-service day 10th August)	E	Major	Possible	Medium	August 2020	11 <sup>th</sup> -14 <sup>th</sup> August

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)	<p>All staff completed health and safety orientation:</p> <ul style="list-style-type: none"> <li>• Social distancing and one-way system plans</li> <li>• Handwashing training</li> <li>• PPE Training</li> <li>• Updated First Aid Training (for relevant staff)</li> <li>• Updated Fire Evacuation Procedures (The latest Guidance on these measures can be found by clicking the following link Social Distancing Guidelines).</li> </ul> <p><b>On first day of school entry</b></p> <ul style="list-style-type: none"> <li>• Pupils completed an induction including health &amp; safety orientations, which addressed:</li> <li>• Social distancing and one-way system plans for staff/other adults</li> <li>• Handwashing training</li> </ul> <p>All take responsibility for challenging those not following guidance.</p> <p>The Head Teacher has developed a training tracker, accessible to all, to ensure all staff have undertaken requisite training prior to 11<sup>th</sup> August 2020.</p>						041120 - SW
Personal Hygiene	Staff, pupils, visitors (agreed only in advance)	<p>Staff will follow good infection control guidance (<a href="#">Infection Prevention and Control in Childcare Settings (Day Care and Childminding Settings)</a>). On-line training provided for PSA and ELC staff.</p> <p>Handwashing procedure posters are displayed in areas where handwashing takes place.</p> <p>All staff and pupils will wash hands on entry and build handwashing into daily routine.</p> <p>Staff – community WC</p>	P	Extreme	Likely	High	August 2020	11 <sup>th</sup> August & ongoing 041120 – SW 050121 – SW

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 pupils will hand-sanitise on entry to the building and will then wash their hands once jackets removed and packed lunches etc stored.</p> <p>Where hand washing facilities are limited, hand sanitiser will be provided. 8 classrooms and the nursery setting have access to their own sink(s), outwith the classroom wall. 2 classes have internal sink access. 2 classes use the nearby toilets.</p> <p>Staff and pupils who suffer from dry skin/dermatitis may 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>All children 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"> <li>• When entering the building (and returning after lunchtime)</li> <li>• After using the toilet</li> <li>• Before and after eating or handling food</li> <li>• Before leaving the building/getting into their car,</li> <li>• After blowing the nose</li> <li>• After sneezing or coughing</li> <li>• When changing classroom</li> <li>• Prior to entering school transport</li> <li>• When arriving home</li> </ul>						

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			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Maintaining 2m distancing	Staff, pupils, visitors (agreed only in advance)	<p><b>All staff MUST comply with the 2m distancing requirement at all times. You must not breach this with another if you do not have a fluid resistance face mask – this applies to school and ELC settings.</b> All staff are advised to maintain 2m distance when wearing a mask, where practicable, to maintain good practice.</p> <p>Social distancing while at work is maintained by continuing to limit social interactions by staggering break (2 break times) and lunchtime (4 slots with 15 minute staggered start times).</p> <p>2 isolation areas have been identified where pupils can wait and a process for them to be moved to outside to meet parents to be taken home is in place.</p> <p>Timetable organised to reduce movement of pupils around the school as much as possible.</p> <p>Social gathering amongst employees have been discouraged whilst at work. Staffroom altered and numbers limited to take account of social distancing and to provide a rest area for staff. Additional staffroom space has been made available the school foyer for up to 8 members of staff – 021020. Floor markings have been added to support physical distancing throughout the school.</p> <p>All staff breaks are carefully timetabled to comply with social distancing requirements and the staffroom furniture layout amended to support a 2metre distancing between teacher desk/workstation and pupils and other adults. Staffroom fridge has been moved. <b>Staff must don a face covering prior to exiting the staffroom.</b></p> <p>Staff <b>required</b> to keep in touch through remote technology such as phone, internet and social media. (Teams and/or Google Meet) This would include attendance at school of psychologists, nurses, social workers, etc. being kept to an absolute minimum. The use</p>	E	Highly Likely	High	Medium	August 2020	11 <sup>th</sup> August & ongoing  041120 – SW 050121 - SW

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>of remote technology (digital/virtual meetings) methods, meetings in outdoor settings (where possible) to support children should be used initially. ACC route map (v.4) followed/service guidance where a visit is risk assessed as necessary from another service/professional.</p> <p>Staff activities are segregated to promote 2 meters distance. For example, staff will continue to meet digitally for staff meetings, where possible.</p> <p>A keep left system is implemented and visual aids, such as floor strips, signage in place for maintaining two meters distance.</p> <p>Desks/workstations are arranged to maintain a minimum of 2 meters from pupils, with staff facing in opposite directions where possible (e.g. Teachers workstation in class, school office).</p> <p>Through orientation and ongoing reminders staff will maintain 2m distancing between other adults and pupils.</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). Safe spaces have been identified in the Rainbow Room. This is a familiar space for our vulnerable pupils with a Person-Centred-Risk-Assessment, who will require support. Consideration has been made around the groupings to facilitate safe support for individual pupils. Reconfiguration of furniture in these spaces has been carefully planned and measured to support safe social distancing.</p> <p>Emergency evacuation procedures/ fire drill &amp; muster point updated and shared with employees / service users prior to or on day of entry.</p>						

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		<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. <i>Signage reminds staff to clean touchpoints after use.</i></p> <p>Items that come into contact with your mouth such as cups &amp; bottles will not be shared.</p> <p>Individual learners will be provided with one use resource where practical and where not, these will be wiped down as per class cleaning schedule. The sharing of resources between children during a learning activity will be kept to a minimum 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 &amp; marker, pencil, rubber, sharpener, ruler, pens and 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>Social / activity gatherings amongst pupils have been restricted so that spaces / areas do not become crowded by limiting the size of pupil groups for the duration of the school day. Large group activities such as assemblies, drama, etc. will not take place.</p> <p>The outdoor areas will be used regularly, where possible, to support social distancing and staff will plan for this. <i>All PE will be undertaken outdoors</i> and outdoor learning will be a feature of the in-school curricular offer. <i>The playground has been further sectioned to ensure no mixing of bubbles at breaks/lunch (from 041120)</i></p> <p>Numbers of employees/service users in a room will be restricted to comply with capacity figures of each individual room. This is detailed in the Kaimhill School Recovery Notebook (accessible to SKT, RFM and ACC senior and support officers i.e. QIM)</p>						



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		<p>All staff to monitor practice and alert SLT of any potential risks. This will trigger a review of this risk assessment</p> <p>The HT should be notified immediately should a member of staff, pupil or parent refuse to comply with ACC risk assessment. Appropriate action will be undertaken.</p> <p>The number of learners and staff within each area is limited by social distancing requirements (2metres). Current numbers, reflecting up-to-date Scottish guidance numbers and arrangements are detailed in the Kaimhill School Recovery Notebook (accessible to SLT, RFM and ACC senior and support officers i.e. QIM/QIO)</p> <p>To minimise the number of children and young people with whom a member of staff comes into contact, the 2m distancing rule is applied whenever possible. It may be necessary to breach the 2m distancing rule. For example, to support a child in managing their behaviour or to support the learning of a small group. If the 2m distancing is likely to be breached within a class or learning space, staff <b>must</b> wear a fluid resistant face mask.</p> <p>Learners requiring support may be extracted from classes by PSAs/SfL staff and this will be given careful consideration. Any changes to staff timetables will be recorded by the line manager, e.g. where absence means a change to learner support in different classes.</p> <p><b>Support/SfL staff</b></p> <ul style="list-style-type: none"> <li>wear a fluid resistant face covering when working with identified pupil(s) if they cannot maintain 2m distancing within any learning setting and for the whole input</li> </ul>						

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		<ul style="list-style-type: none"> <li>• should always maintain a 2m social distance from the class teacher or other adults within the learning space</li> <li>• works with the same pupil, group of pupils or classes (max of 2)</li> <li>• agrees with the class teacher where pupils who require support will be seated and record this</li> <li>• considers where best to sit or stand when supporting pupils to avoid face to face contact; seating arrangements - consider the requirement for support and where possible sit side by side</li> <li>• consider the use of available space in classrooms, halls, libraries, or social spaces to promote distancing where possible and wipe down any tables and chairs between groups</li> <li>• use Google Classroom to support an individual pupil/group</li> </ul> <p>A desk placed outside each classroom or learning space will support the delivery of 1-2-1/small group interventions for (individual) pupils. The following must be undertaken for each support session.</p> <ul style="list-style-type: none"> <li>• Staff member will wash hands before and after input with individual pupils</li> <li>• Fluid resistant face covering MUST be worn at all times by staff member</li> <li>• Tables and chairs will be sanitised before and after each use</li> <li>• No sharing of intervention resources between pupils and safely stored between uses</li> </ul> <p>Arrangements will be in place for classrooms where student teachers will be placed from 261020. GTCS and university</p>						

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Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
		<p>guidance has been shared with all teachers. <b>Review arrangements for students in Tier 4.</b></p> <p><b>Break/Corridor Monitoring</b> A fluid resistant face mask is available for staff when</p> <ul style="list-style-type: none"> <li>managing busy spaces within the school environment (handwashing/dining hall)</li> <li>managing entry/exit points and movement around the school building</li> <li>there is likely to be a breach of 2m distancing</li> <li>All adults (ELC and school) accompanying children to gates and staff supervising gates wear face masks at all times.</li> </ul> <p>Staff members with an individual risk assessment will adhere to these measures at all times, where they vary from the School Risk assessment.</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<sup>th</sup> August.</p> <p>For week commencing Monday 17<sup>th</sup> 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 24<sup>th</sup> 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. Lunchtime has been staggered over 4 15-minute time slots to facilitate limited congress of large groups and the sanitisation of the dining space. Class groups will be consistently seated together at the same 2 tables on a daily basis. Tables and chairs will be sanitised between each class group usage.</p>	E	Major	Highly Likely	Medium	August 2020	11 <sup>th</sup> August & ongoing 041120 - SW

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>Lunch breaks are staggered to reduce the number of pupils queuing and congestion in the dining hall. This is monitored on a daily basis.</p> <p>All pupils must remain on site for lunch in order to limit their contact with others out with the school -These arrangements will be reviewed as restrictions are reviewed. All staff are advised to remain on site for lunch in order to limit their contact with others out with the school.</p> <p>Early Years dining will be within the setting area to ensure that children can remain within the space and social snack will be offered in line with ELC guidance.</p>						
Use of Toilets	Staff, pupils, visitors (agreed only in advance)	<p>Access to toilets will be carefully managed and risk assessed by DHT to reduce mixing across class groups.</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.</p> <p>External doors of pupil toilets will be wedged open at all times. Risk assessment has shown this will not compromise privacy, eliminate unnecessary contact with door handles and facilitate adult supervision of handwashing. Children will access the toilets in timetabled blocks. Some groups of children will be supervised by their timetabled adult, who will ensure adherence to handwashing procedures.</p> <p>Disabled toilets have been identified for use outwith timetabled slots if pupils require a comfort break and some will be supervised by identified PSA staff.</p>	E	Major	Highly likely	Medium	August 2020	Ongoing 041120 – SW 050121 - SW

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Employees / Service user becomes unwell	Staff, pupils, visitors (agreed only in advance)	<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"> <li>• <b>a high temperature</b> – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>• <b>a new, continuous cough</b> – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</li> <li>• <b>loss or change to your sense of smell or taste</b> – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal</li> </ul> <p>Follow current NHS guidance  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a>                      All school staff will be asked to familiarise themselves with the local <a href="#">Test, Trace, Isolate and Support Strategy</a>.</p> <p>Follow procedures to remove from setting where someone becomes unwell</p> <p><b>Kaimhill School Staff</b></p> <ul style="list-style-type: none"> <li>• Immediately leave the building and go directly home. Cover can be provided by SfL, Dyslexia Outreach or SLT staff.</li> </ul> <p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• 2 Isolation areas within the building have been identified in case of any individuals who present as unwell during the session (refer to Kaimhill School notebook)</li> <li>• Emergency contact list accessible and up to date (SEEMIS)</li> <li>• Request for immediate collection by parents/carers (Office Staff)</li> </ul>	E	Possible	Likely	High	August 2020	Ongoing 041120 – SW 050121 - SW

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
<b>Consider:</b> premises work, equipment, specific tasks etc.	<b>People at risk</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	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"> <li>On collection, immediately leave the building and go directly home (Parents will not be admitted to the building for pick up)</li> <li>RFM informed and deep clean carried out.</li> </ul>						
<b>Cleaning and hygiene measures</b>								
Environmental Cleaning	Staff, pupils, visitors (agreed only in advance)	<p>A deep clean of the property / site before returning is performed if required. RFM protocols shared with Kaimhill SLT.</p> <p>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>	E	Minor	Possible	Low	w/b 22 <sup>nd</sup> and 29 <sup>th</sup> June 2020 August 2020	3 <sup>rd</sup> July 2020 - SW
Cleaning Frequency	Staff, pupils, visitors (agreed only in advance)	<p>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. RFM protocols shared with Kaimhill SLT.</p> <p>Toilets and washrooms will be cleaned daily by RFM 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).</p> <p>Additional 3 hours of cleaning provided daily by RFM from 261020</p>	E	Moderate	Possible	Medium	In place from 11th August and ongoing	Ongoing 041120 – SW 050121 - SW
Commonly touched surfaces	Staff, pupils, visitors (agreed only in advance)	<p>Additional sanitisation of taps and flush handles will be undertaken by RFM 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.</p> <p>Additional 3 hours of cleaning provided daily by RFM from 261020</p> <p>Sanitising spray/wipes will be available in each area of Kaimhill School being utilised to ensure cleaning and disinfection of frequently touched objects and surfaces (e.g. telephones, keyboards, door handles, desks, tables). This should be</p>	E	Moderate	Possible	Medium	In place from 11th August and ongoing	Ongoing 041120 – SW 050121 - SW

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>undertaken by staff on duty or service users if appropriate, and includes communal areas such as the staffroom.</p> <p>Where practical, soft furnishings are removed to minimise the areas where viruses can be difficult or time consuming to remove. These are stored in labelled bags in the sensory room, including floor rugs/mats, which will remain locked - no access for staff or pupils.</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.</p> <p>The photocopier in the Reprographics Room will only be used by one person at a time, and will be cleaned with sanitising spray after each use. Only one person is permitted to be in this room at any time. All other photocopiers in the school building can be used by one member of staff at any given time, sanitising wipes will be available for cleaning after each use.</p> <p>Sanitising spray/wipes will be provided to Kaimhill 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>						

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.						
Use of cleaning products	Staff, pupils, visitors (agreed only in advance)	<p>At Kaimhill School, toilets and washrooms will be cleaned daily by Robertson Facilities Management (RFM) cleaning staff to maintain high standards of cleanliness, <b>using methods and cleaning products in keeping with national guidance (COVID-19-decontamination-in-non-healthcare-settings)</b>. Additional sanitisation of taps and flush handles will be undertaken by RFM janitorial services on a regular basis during the school day.</p> <p>All other areas will be cleaned by RFM 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. Persons undertaking the cleaning have been instructed with clear safe usage instructions. (RFM protocols)</p> <p>The relevant Safety Data Sheet and COSHH assessment is provided for the substances in use. (Early Years / RFM staff)</p> <p>Correct PPE is provided for the use of cleaning materials.</p>	E	Moderate	Possible	Medium	In place from 11th August and ongoing	Ongoing 041120 - SW 050121 - SW
Housekeeping	Staff	Appropriate cleaning products are provided, so that staff can frequently clean/sanitise their workstations during the day. All school staff will be provided with a supply of sanitising spray/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 Kaimhill. Resources which are not being used will be removed from classrooms to aid this process. Staff will be guided to carefully consider an appropriate provision of resources for in-school learning. Staff will	E	Moderate	Likely	Medium	In place from 11th August	Ongoing 041120 - SW 050121 - SW



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>arrange for the appropriate quarantine of resources not easily cleaned.</p> <p>Staff and pupils provided with waste bins lined with a plastic bag so that they can be emptied by facilities staff without contacting the contents.</p> <p>RFM Staff are instructed that the emptying of bins and wastepaper baskets should be followed by hand washing.</p>						
Close contact / Spillages – bodily fluids, blood, vomit	Staff, pupils, visitors (agreed only in advance)	<p>Employees will follow Education PPE Guidance (v.2 available) 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"> <li>➤ supporting the medical and additional support requirements of children with complex needs</li> <li>➤ where there are invasive interventions required</li> <li>➤ where children have difficulty maintaining social distancing for 10 minutes or more</li> </ul> <p>Identified PPE co-ordinators (school &amp; nursery) will ensure that a regular stock take is done and order completed on a 4 weekly basis (School Administrator).</p> <p>All staff requested to read updated ACC PPE guidance (v.2) including PPE Training (video)  <a href="https://www.youtube.com/watch?v=-GncQ_ed-9w&amp;feature=youtu.be">https://www.youtube.com/watch?v=-GncQ_ed-9w&amp;feature=youtu.be</a> and Putting on and Removing PPE  <a href="http://www.nipcm.hps.scot.nhs.uk/appendices/appendix-6-best-practice-putting-on-and-removing-ppe/">http://www.nipcm.hps.scot.nhs.uk/appendices/appendix-6-best-practice-putting-on-and-removing-ppe/</a></p>	E	Moderate	Likely	High	In place from 11th August	Ongoing 041120 – SW 050121 - SW

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
<b>Fire Safety Systems / Emergency Lighting</b> - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed <a href="#">here</a>								
Fire, heat, burns, smoke inhalation	Staff, pupils, visitors (agreed only in advance)	RFM 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 lightening conductors / protection. The fire risk assessment suitable & current.	E	Extreme	Possible	High	August 2020	11 <sup>th</sup> June 2020 - SW (and ongoing monthly) 041120 – SW 050121 - SW

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/ PRPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
<b>Ventilation / Humidity / Lighting &amp; Heating</b> RFM has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Temperature/ Humidity	Staff, pupils, visitors (agreed only in advance)	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	11 <sup>th</sup> June 2020 - SW (and ongoing monthly) 041120 – SW 050121 - SW
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/ PRPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
<b>Gas Installations</b> - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Gas Installations	Staff, 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.	E	Extreme	Possible	High	August 2020	Ongoing – RFM 041120 – SW 050121 - SW

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
		Gas cylinders being used safely (if used).						
<b>Legionella/Water Systems/Hygiene</b> - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Water outlets 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	E	Major	Possible	Medium	August 2020	Ongoing – RFM 041120 – SW 050121 - SW
Drinking water	Staff, pupils, visitors (agreed only in advance)	Separate drinking water facilities should be made available for staff and pupils to allow water bottles to be filled. These will be wiped down between use with wipes provided.	E	Moderate	Possible	Medium	August 2020	Ongoing – 041120 – SW 050121 - SW

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, pupils	Responsible person has carried out checks on your building in the following areas:  Thorough examination, inspection, test and maintenance certificate and logs available and up-to-date for the premises, plant and equipment e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems.	E	Major	Possible	Medium	August 2020	Ongoing – RFM 041120 – SW 050121 - SW
Plant and Equipment	Staff, visitors, pupils	There is a planned preventative maintenance schedule and inventory available for key items of plant and equipment and are up-to-date. <i>In relation to statutory maintenance, Kaimhill School is fully compliant in all aspects of inspection and servicing in both statutory and non-statutory PPM's per the schedule of planned maintenance issued earlier in the year. The most recent monthly report (May) notes that all PPM have been completed and also shows those items that were overdue the previous month due to issues surrounding the COVID-19 outbreak and subsequent lockdown are now complete. This has been confirmed in writing to the HT by RFM.</i>  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	Ongoing – RFM 041120 – SW 050121 - SW

HAZARD	AT RISK	CONTROL MEASURES		PROBABILITY WORST CASE OUTCOME					
<b>Consider:</b> premises work, equipment, specific tasks etc.	<b>People at risk</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.		<b>EXISTING/ PROPOSED 'E' or 'P'</b>	<b>Possible Outcome</b>	<b>Likelihood</b>	<b>Risk rating: High Medium Low</b>	<b>Proposed Timescale</b>	<b>Action Completed Date/Initial</b>
		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.							
<b>Signed:</b>	<b>SUSIE WEBSTER</b>	<b>Assessment Date:</b>	<b>Further action</b>		<b>Action Review Date(s):</b>				
<b>Name:</b>	<b>Susie Webster</b>	<b>4<sup>th</sup> January 2021</b>	<b>required:</b>		<b>Next Review Date:</b>				

## 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	August 2020	Susie Webster – HT	<b>Yes</b>
A3	Tracking system to be developed and maintained for vulnerable staff	August 2020	CJ//P&O/ Susie Webster - HT	<b>Yes</b>
A5c	Guidance on school building arrangements for each building to be created and circulated as appropriate	August 2020	Susie Webster/ /Corporate Landlord	<b>Yes</b>
A5-A9	Staff training around handwashing, PPE, social distancing and one-way systems to be developed and completed by all staff	August 2020	Susie Webster/ PPE working group/ Corporate Landlord	<b>Yes</b>
B6/B7	Contractor and visitor to schools protocol and policy to be updated and shared with all schools	August 2020	Corporate Landlord	<b>Yes</b>
B8	Co-ordinated procurement of PPE including hand sanitiser and cleaning materials	June 2020	FL/H&S	

C	Soft furnishings/blinds/mats etc to be removed where safe to do so	August 2020	HTs /RFM	Yes
C1	Each school building to be deep cleaned before staff and/or pupils return	June 2020	RFM	w/c 22 <sup>nd</sup> and 29 <sup>th</sup> June 2020
C2-4	Cleaning guidance issued to all schools	June 2020	Facilities	Yes – RFM protocols received Updated 09/20
C8	Provision of appropriate cleaning products and usage instruction to school staff	June 2020	Facilities	Yes
D1-6	All required building related safety inspections undertaken and completed	August 2020	Corporate Landlord	Yes & ongoing
Additional Comments				

Signed: Susie Webster

Date: 4<sup>th</sup> January 2021