



Kittybrewster School and Nursery

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: Integrated Family and Children's Services

Site Address: Kittybrewster School

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/N A	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?	N	Green	This has been undertaken where required
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?	N	Green	All members of staff including trade union members and representatives, were consulted during the risk assessment planning process. Further consultation will take place when updates to this risk assessment are made.
3.	Are you tracking people who have been identified as high risk/are shielding?	Y	Green	Employees will record absence within CoreHR. People and Organisation live spreadsheet kept up to date to provide an accurate record of staff at high risk/are shielding. A member of the SLT will maintain weekly contact with staff who are unable to attend their place of work.
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.

5.	Can all staff maintain the Scottish Government guidelines for social distancing based on your industry (The latest Social Distancing Guidelines available here). These could include but are not limited to the following:	Y	Green	<p>2m distancing should be maintained between staff, other adults, and between staff and pupils. Classrooms are arranged so that staff can maintain 2m 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 if necessary. For example, an area designated in classrooms or teaching areas if 1-2-1 support needed.</p> <p>PPE provided for any members of staff who require to come into close contact (within 2 m of a pupil (e.g. for additional support needs, first aid, etc.).</p> <p>Staffroom altered and numbers limited to take account of social distancing. Staff will be required to provide their own food and drinks.</p>
5a	Are you able to segregate staff's activities to promote 2 metres distance?	Y	Green	See above (5).
5b	Are you able to limit the amount of contact staff have with each other to 15 minutes or less	Y	Green	See above (5).
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	Due to the layout of the school, it is not necessary to implement a one-way system. See School Return Plan for details. Visual aids will be in place to maintain 2m distance.
6.	Have staff been trained / notified before returning to work on any new procedures.	Y	Green	<p>The following training will be completed by all staff during the August inservice:</p> <ul style="list-style-type: none"> • Handwashing • PPE • Social distancing for staff and adults • Update for all First Aiders
7.	Have staff been instructed on how to hand wash effectively, for the suggested duration and maintain good hygiene practices.	Y	Green	Handwashing guidance available at all hand wash stations.
8.	Have staff been instructed on social distancing where practicable while at work.	Y	Green	See above (5).
9.	Have staff been trained on what to do if they are experiencing COVID-19 symptoms.	Y	Green	Risk assessment and PPE guidance will be covered with staff during August inservice training.

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	No member of staff will be required to travel as part of their work. As per SCNT guidance. If a member of staff is not required to be at school to carry out duties, they can work at a place of their choosing. Staff movement between schools should be kept to an absolute minimum (e.g. temporary/supply/ peripatetic staff, etc.) This would also include attendance at school of psychologists, nurses, social workers, etc. being kept to minimum.
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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/A	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?	N/A	Green	There is no vehicle parking at Kittybrewster School. Staff to be reminded to socially distance between exiting own vehicle and arriving at room in building in which they will be working.
2.	Are workers required to use either their own vehicle or company vehicle to travel to their task?	N	Green	No
3.	Are workers avoiding public transport where applicable and using alternatives (e.g. cycling, walking to work etc).	Y	Green	Where possible, staff to follow Government guidance if there is a need to use public transport.
4.	Have you considered staff that are required to vehicle share for their role and whether this could continue?	N/A	Green	Not relevant to Kittybrewster School.
5.	Has the entry and exits to the building/site been limited to the minimum number of points required.	Y	Green	Single entry and exit point for staff is the main school entrance.
6.	Has access to the building/site been restricted to visitors and contractors etc.	Y	Green	Essential personnel by prior arrangement only – all protocols to be observed Emergency contractors, as above and when learners are not in attendance where possible. For ongoing planned construction works Corporate Landlord and Capital will work with contractors to ensure appropriate mitigation is in place such as sites physically separated from rest of building and contractors use separate entrances etc. Other essential visitors only where the impact of non-attendance would cause further harm (e.g. essential maintenance contractors, Educational Psychologist) Playground will remain locked during school day except for access times parents/carers.

7.	Is it practicable to confine visitors to strictly defined areas and avoid unnecessary movements around the building?	Y	Amber	<p>Only pre-arranged visitors will be admitted to the school reception area.</p> <p>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 visitors to arrange appointments and sign in/out and leave contact details (reception staff/school administrator to take visitor details for Test and Protect purposes and to reduce risk of virus transmission). 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 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>
8.	Have appropriate hand wash stations (toilets) and/or hand sanitiser pump action containers been made available in every work area and on main travel routes through the building/site including access and egress areas.	Y	Amber	Procurement of hand sanitiser and cleaning materials to support, these will be in place for August 2020.
9.	Is advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and were people congregate.	N	Amber	Audit all schools and issue guidance. National guidance to be followed and detailed arrangements to be set out in the School Return Plan.
10.	Are the signs displayed reviewed and replaced as necessary?	N	Amber	Weekly signage review will be in place prior to children returning to school. Janitor to replace signage where necessary. Office staff will print and laminate replacement signs.

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/N A	Rating R/A/G	Comments
1.	Have you completed a clean of the property / site before returning	Y	Green	Initial cleaning is in progress to ensure buildings are fit for small groups of staff to return and an enhanced clean will be undertaken prior to pupils return in 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, toys and other resources. Items which cannot be effectively disinfected between uses will be temporarily taken out of use.

4	Have persons undertaking the cleaning been instructed with clear safe usage instructions.	Y	Green	All staff are trained in the safe methods of work for activity within their service areas. COVID-19 specific risk assessment has been shared with all staff. Supplementary service specific FAQ's has been 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	Amber	There are no curtains in the school. Blinds can be locked open if necessary.
6	Can blinds be kept opened and locked if they cannot be removed.	Y	Green	If ACC advice in August is to remove room blinds, this could be done. However, due to the height of the school building, blinds are required in the middle and top floors of the school to regulate the temperature in the rooms to prevent sunlight affecting children's ability to see classroom interactive whiteboards.
7	Can rugs and mats be removed where safe to do so to make cleaning and disinfection of floors easier.	Y	Amber	If cleaning staff are asked to clean and disinfect floors as part of a cleaning routine, large classroom rugs will be removed and stored.
8	Have staff been provided with appropriate cleaning products so that they can frequently clean their own workstations during the day.	Y	Amber	Products ordered by office staff through PPE order form. Facilities Management to assist in storing and replenishing appropriate cleaning materials.

D: Building Safety – Responsible Person Checks – Consider how you ensure your building remains safe for all employees and visitors.

Guidance on a suitable inspection can be [found here](#).

No	Issues	Y/N/N A	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	Red	Corporate Landlord has confirmed that all maintenance checks have been completed and the school building is now fully operational.
2.	Ventilation / Humidity / Lighting & Heating	Y	Red	As above (1).
3.	Gas Installations	N/A	Green	As above (1).
4.	Legionella Controls	Y	Red	As above (1).
5.	Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance.	Y	Red	As above (1).
6.	Lift Statutory Inspections.	Y	Red	Not applicable at Kittybrewster School.



Kittybrewster School and Nursery

COVID-19 Risk Assessment

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/ PROPOSE D 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Propose d Timescal e	Action Comple d Date/Initia l
Safety of all –								
Psychological wellbeing	Staff and pupils	<p>Regular communication is in place (individual and group) to ensure staff are not ill-informed about returning to work safely. Weekly meetings with all staff groups will take place.</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. Staff all aware of People Anytime. Each class and members of staff is allocated a Senior Leadership Team lead who will support mental wellbeing.</p>	P	Moderate	Unlikely	Medium	August 2020	011/08/20 HT

	<p>Concerns on workload issues or support needs are escalated to a member of the Senior Leadership Team. Head Teacher should be informed.</p> <p>Managers are trained to recognise signs and symptoms that a person is working beyond their capacity to cope and deal sensitively with employees experiencing problems outside of work.</p> <p>Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs. Risk assessments will be put in place as necessary.</p> <p>Staff stress risk assessment which reflects new working arrangement is in place. Where you have made significant adjustments to employee's working practices, a review must be undertaken.</p> <p>Employees will continue to be 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 as necessary.</p>						
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Psychological wellbeing	Pupils	<p>Parents/carers of all vulnerable children and those who are expected to find returning to school particularly challenging will be contacted prior pupil induction days. A member of the Senior Leadership Team will work with class teachers and Early Learning and Childcare (ELC) staff to plan how children's needs are supported.</p> <p>Sufficient numbers of trained first aiders will be onsite and available at all times. First aiders have been provided with first aid updates specific to COVID-19.</p> <p>Head Teacher is the Child Protection Officer for the school. Two Depute Head Teacher will deputise as required.</p> <p>All Aberdeen City Council policies adhered to at all times.</p> <p>Staff will work with children to continue to be calm, nurturing and caring, seeking confirmation from line manager if unsure of anything.</p> <p>Trained nurture practitioners who work in the school will support nurture approaches to be used across the entire setting. Nurture principles to be promoted by all members of the Senior Leadership Team.</p>	E	Moderate	Unlikely	Medium	August 2020	11/08/20 HT
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<p>Virus transmission in the workplace</p>	<p>Staff, pupils and visitors (by prior arrangement)</p>	<p>Any employee/service user showing symptoms of COVID-19 or sharing a house with someone with COVID-19 should remain at home as per the government's guidance.</p> <p>Test and Protect see link below: https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect-information-leaflet-2/pages/coronavirus-covid-19-test-and-protect---step-by-step-guide/</p> <p>Further information for employees here: https://peopleanytime.aberdeencity.gov.uk/coronaviruses-advice-for-employees/</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.</p> <p>An inspection checklist 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>All employees requested to attend a school building have reviewed and can access this risk assessment. A process is in place for staff to provide feedback and to pass on concerns. The most up-to-date version of the risk assessment will be shared with:</p> <ul style="list-style-type: none"> • Trade union representatives • ACC Health and Safety Advisor • ACC Quality Improvement Officer (QIM) • Facilities & Transportation Manager <p>No member of staff or pupil who is advised to shield will be allowed access to school buildings. They should continue to work/learn from home in keeping with Local Authority and Scottish Government guidance.</p> <p>Advice is shared with staff members and staff have been fully briefed and kept up to date with current</p>	<p>P</p>	<p>Major</p>	<p>Unlikely</p>	<p>Medium</p>	<p>August 2020</p>	<p>11/08/20 HT</p>
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		advice on staying protected through the company lines of communications (i.e. line managers, HR) and shared with staff.							
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<p>Someone entering the workplace with COVID-19</p>	<p>Staff, pupils and visitors (by prior arrangement)</p>	<p>Request that companies who regularly attend our premises or those we work alongside us to provide their health and safety policy and arrangements or RAMS (risk assessment and method statement) regarding COVID-19. For Kittybrewster this will include Barnardo's and the Russell Anderson Development School (RADS).</p> <p>Staff are made aware of COVID-19 symptoms via training sessions, visual aids and information available via the People Anytime website: https://peopleanytime.aberdeencity.gov.uk/coronaviruss-advice-for-employees/</p> <p>External visitors will be actively discouraged. Parents/carers will not be allowed entry to the school building and will be encouraged to make contact by email / phone rather than 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 they're experiencing COVID-19 symptoms or been 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've been in contact with someone displaying COVID-19 symptoms.</p>	<p>P</p>	<p>Moderate</p>	<p>Unlikely</p>	<p>Medium</p>	<p>August 2020</p>	<p>11/08/20 HT</p>
<p>Travel to school buildings</p>	<p>Staff, pupils and visitors (by prior arrangement)</p>	<p>Wherever possible private transport should be used to maintain isolation from the public when staff are 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>On arrival at the site, employees/service users will thoroughly wash their hands hand sanitising station at staff entrance / sanitising station next to door of entry for at least for 20 seconds or use hand sanitiser gel immediately on entry to the workplace.</p>	<p>P</p>	<p>Moderate</p>	<p>Unlikely</p>	<p>Medium</p>	<p>August 2020</p>	<p>11/08/20 HT</p>

		<p>Children are encouraged to avoid travelling to school on either public transport with walking being promoted where safe to do so.</p> <p>School transport is not currently provided for any child at Kittybrewster School but if put in place, hand sanitising must take place before every journey.</p> <p>For pupils using bicycles, bike racks will be available, but any adults (e.g. non-teaching staff) supervising / supporting pupils will need to maintain 2m distancing between each other and the pupils.</p>						
Entry and exit to building	Staff, pupils and visitors (by prior arrangement)	<p>Entry and exits to the building/site will be planned and managed to support physical distancing within the building.</p> <p>All staff will use the school main entrance for entry to and exit from the building. Parents/carers and visitors will not be permitted access to the building unless by prior arrangement. Each class will have a defined entry door and exit door for specific activities (start of day, breaks etc). This is detailed in the School Return Plan.</p> <p>Digital sign-in for school and ELC staff and visitors will be in place by Wednesday 12th August 2020.</p> <p>External visitors will be actively discouraged. Parents/carers will be encouraged to make contact by email / phone and not in person.</p> <p>Any essential visitors confined to strictly defined areas (school reception and will be escorted by a staff member to their destination 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>Advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and where people congregate.</p> <p>A member of support staff will review handwashing signage displayed daily and will replace as necessary.</p>	P	Moderate	Very Unlikely	Low	August 2020	11/08/20 HT

Orientation and Training	Staff, pupils and visitors (by prior arrangement)	<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>Parents/carers have been provided with a copy of the School Return Plan.</p> <p><u>Prior to Pupils Returning</u></p> <p>All staff must complete health and safety orientation:</p> <ul style="list-style-type: none"> • Social distancing and one-way system plans • Handwashing training • PPE Training • Updated First Aid Training (for relevant staff) • Updated Fire Evacuation Procedures <p>Pupils should complete Health and Safety Orientations including:</p> <ul style="list-style-type: none"> • Social distancing for staff/other adults • Handwashing training <p>All will take responsibility for challenging those not following guidance.</p>	P	Moderate	Unlikely	Medium	August 2020	11/08/20 HT
Personal Hygiene	Staff, pupils, and visitors (by prior arrangement)	<p>Staff will follow good infection control guidance: Infection Prevention and Control in Childcare Settings (Day Care and Childminding Settings).</p> <p>Handwashing procedure posters are displayed in areas where handwashing takes place.</p> <p>All staff/service users will wash hands before entering the setting. Regular and thorough handwashing will be part daily routine.</p> <p>Where handwashing facilities are limited, hand sanitiser will be provided.</p> <p>Employees or service users who suffer dry skin/dermatitis will carry their own hand cream.</p> <p>Where tissues are used, they will be binned immediately, then hands will be washed.</p> <p>All will be encouraged and reminded to avoid touching eyes, nose and mouth with unwashed hands and to cough directly to crook of elbow.</p>	P	Major	Unlikely	High	August 2020	11/08/20 HT

		<p>Staff and pupils will be encouraged to tie back long hair where appropriate and change clothes daily.</p> <p>Handwashing will take place:</p> <ul style="list-style-type: none">● When entering the building (and returning after lunchtime)● After using the toilet● Before and after eating or handling food● Before leaving the building/getting into their car,● After blowing the nose● After sneezing or coughing● When changing classroom● Prior to entering school transport● When arriving home						
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<p>Maintaining 2m distancing</p>	<p>Staff, pupils, visitors (by prior arrangement)</p>	<p>Social distancing while at work is maintained by continuing to limit social interactions by staggering start/finish times and lunchtime.</p> <p>Isolation room has been established where pupils can wait prior to being moved to outside to meet their parent to be taken home.</p> <p>Social gathering among employees has been discouraged whilst at work.</p> <p>Staff will keep in touch through remote technology via phone calls and email and will collaborate using Microsoft and G-Suite collaborative tools.</p> <p>Attendance at school of psychologists, nurses, social workers, etc. will be kept to an absolute minimum. Virtual meetings through technology and meetings in outdoor settings (where possible) will be used to support children and families.</p> <p>Staff have been separated into teams to reduce contact between employees. These will remain consistent unless there is a change to working pattern or deployment.</p> <p>Staff activities are segregated to promote 2m distance.</p> <p>Staff face-to-face contact has been limited with each other to 10 minutes or less.</p> <p>Building layout (as described the School Return Plan) lends itself to pupil groups remaining apart.</p> <p>Staff 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>Physical contact will be minimised and only take place where a risk assessment has been completed and appropriate PPE arrangements in place. ACC PPE guidance has been provided to schools.</p>	<p>P</p>	<p>Moderate</p>	<p>Very Unlikely</p>	<p>Low</p>	<p>August 2020</p>	<p>11/08/20 HT</p>
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		<p>Emergency evacuation procedures and fire drill and muster point updated and shared with employees / service users prior to or on day of entry.</p> <p>Minimise contact with surfaces, e.g. tables, furniture and where there is reason for use by multiple classes or session, items should be wiped prior to and following use.</p> <p>Items that come into contact with your mouth such as cups and bottles will not be shared.</p> <p>Pupils will be provided with their own resources 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. Timetables will be established by the full return on 17/08/20.</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>Pupils will not access communal indoor spaces other than the dining hall from 17/08/20. Further details below.</p> <p>The capacity of indoor communal spaces (e.g. resource rooms and staffrooms) will be displayed on the outside of each door.</p>						
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Dining Arrangements	Staff, pupils and visitors (by prior arrangement)	<p>All employees and service users will be asked to bring a packed lunch and the provision of free school meal vouchers ends on 14/08/20.</p> <p>For week commencing 17/08/20 school packed lunch service will be provided. Packed lunches will be eaten in classrooms to provide time for careful pupil access and use of the dining hall at lunchtime to be planned.</p> <p>Morning breaks and lunch breaks have been staggered to reduce number of children queuing, congestion and the number of children accessing the dining hall at one time.</p> <p>Any uneaten food and packaging from packed lunches will be taken home, to help reduce the risk of infection spread.</p> <p>Lunchtime supervision will be provided by school support staff and member of the Senior Leadership Team.</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 updated in line with further local guidance.</p> <p>Early Years snack will typically take place within the nursery. The nursery setting has been divided into three key groups areas. Children will eat their snack in their own area which will be cleaned before and afterwards. When weather permits, nursery snack may take place in the outdoor area.</p>	P	Moderate	Unlikely	Medium	August 2020	11/08/20 HT
Use of Toilets	Staff, pupils and visitors (by prior arrangement)	<p>Pupils access to toilet areas and cubicles has been carefully planned. Each class has been allocated a toilet cubicle and a sink and this will be clearly marked and discussed with pupils as often as necessary. Only one child from each class can access the toilet area at one time to avoid queuing. The toilets are unisex until further notice to support this.</p> <p>There will be a strong emphasis on hand washing after visiting the toilet, and hand washing may require to be supervised for younger children.</p>	P	Major	Unlikely	Medium	August 2020	11/08/20 HT

<p>Employees / Service user becomes unwell</p>	<p>Staff, pupils and visitors (by prior arrangement)</p>	<p>In line with procedures and guidance, only allow employees and service users in good health to be in the setting. If someone develops any of the symptoms:</p> <ul style="list-style-type: none"> • a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) • a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) • loss or change to your sense of smell or taste – this means you’ve noticed you cannot smell or taste anything, or things smell or taste different to normal. <p>Follow current NHS guidance https://www.nhs.uk/conditions/coronavirus-covid-19/ All school staff will be asked to familiarise themselves with the local Test, Trace, Isolate and Support Strategy.</p> <p>Follow procedures to remove from setting where someone becomes unwell</p> <p>Employee</p> <ul style="list-style-type: none"> • Immediately leave the building and go directly home. The member of staff must inform the member of the SLT immediately so that cover can be arranged. <p>Service User</p> <ul style="list-style-type: none"> • The previous Support for Learning room (Store Room 5) has been identified as the pupil isolation area within the building in case of any individuals who present as unwell. • Emergency contact list accessible and up to date. • Request for immediate collection by parents/carers • Staff member remaining with unwell child to follow PPE guidance • On collection, immediately leave the building and go directly home • Facilities informed and deep clean carried out 	<p>P</p>	<p>Major</p>	<p>Unlikely</p>	<p>Medium</p>	<p>August 2020</p>	<p>11/08/20 HT</p>
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Cleaning and hygiene measures								
Environmental Cleaning	Staff, pupils and visitors (by prior arrangement)	<p>Cleaning of the school building has taken place.</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 guidance.</p>	P	Moderate	Unlikely	Medium	August 2020	Facilities August 2020
Cleaning Frequency	Staff, pupils and visitors (by prior arrangement)	<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.</p> <p>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 guidance).</p>	P	Moderate	Unlikely	Medium	August 2020	11/08/20 HT
Commonly touched surfaces	Staff, pupils and visitors (by prior arrangement)	<p>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.</p> <p>Sanitising wipes will be available in each setting to ensure cleaning and disinfection of frequently touched objects and surfaces (e.g. telephones, keyboards, door handles, desks, tables). This should be undertaken by staff on duty or service users if appropriate.</p> <p>Where practical, soft furnishings are removed to minimise the areas where viruses can be difficult or time consuming to remove.</p> <p>Classroom blinds will continue to be used as normal. As was previously the case, only an adult will open and close these. If advised by Health & Safety advisor, these will be locked closed.</p>	P	Moderate	Unlikely	Medium	August 2020	Janitor (Ongoing) 11/08/20 HT

		<p>Large classroom rugs will continue to be in place in lower and middle stages primary classrooms. These will be cleaned in the same way as the classroom carpet. If room requires to be disinfected, the rugs will be removed until further notice.</p> <p>Appropriate cleaning products are used during daily preventative clean regime.</p> <p>Staff will avoid touching common pieces of equipment such as photocopiers/printers/scanners/faxes and use only dedicated work equipment on the workstations. If staff do have to use common equipment like printers, they should to disinfect it with anti-bacterial wipe after each use. Social distancing to be adhered to when using common equipment in resource rooms.</p> <p>Any use of common work equipment is restricted and managed.</p>						
Use of cleaning products	Staff, pupils and visitors (by prior arrangement)	<p>Persons undertaking the cleaning have been instructed with clear safe usage instructions.</p> <p>The relevant Safety Data Sheet and COSHH assessment is provided for the substances in use. (Early Years/Facilities staff)</p> <p>Correct PPE is provided for the use of cleaning materials.</p>	P	Moderate	Unlikely	Medium	August 2020	<p>Facilities August 2020</p> <p>Nursery Manager (DHT) 11/08/20</p>
Housekeeping	Staff	<p>Appropriate cleaning products are provided, so that staff can frequently clean their workstations during the day.</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	Unlikely	Medium	August 2020	<p>Facilities August 2020</p> <p>11/08/20 HT</p>

<p>Close contact / Spillages – bodily fluids, blood, vomit</p>	<p>Staff, pupils and visitors (by prior arrangement)</p>	<p>Employees will follow Education PPE guidance 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. • where children have difficulty maintaining social distancing for 10 minutes or more. <p>A member of the Senior Leadership Team will liaise with school office staff to ensure that a regular stock take is carried out. An order will be completed on a 4-weekly basis. Completed orders should be in by 12pm Wednesday of week 3.</p> <p>Office staff will be responsible for central order of gloves, aprons, face Masks and hand sanitiser.</p>	<p>P</p>	<p>Minor</p>	<p>Likely</p>	<p>Medium</p>	<p>August 2020</p>	<p>11/08/20 HT</p>
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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/ PROPOSE D '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 and visitors (by prior arrangement)	<p>Responsible person has carried out checks on your building in the following areas:</p> <p>Emergency lighting suitable, sufficient and maintained.</p> <p>Suitable number fire extinguishers available in required locations.</p> <p>Fire hoses available and operational (If installed).</p> <p>The sprinkler system including head's maintained (if fitted).</p> <p>Dry / wet risers inspected and maintained (if installed).</p> <p>Fire blankets available in required location.</p> <p>Fire alarm and detection system for the building tested, inspected and maintained. Means of escape clear.</p> <p>Fire doors provided and maintained in good working order.</p> <p>Building has suitable lightening conductors / protection.</p> <p>The fire risk assessment suitable and sufficient / current.</p>	E	Major	Very Unlikely	Low	August 2020	School Estates Team – June to 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 and visitors (by prior arrangement)	<p>Workplace temperatures are not too hot or too cold (at least 17 degrees Celsius).</p> <p>Measures can be taken to control temperature extremes and/or humidity levels.</p>	E	Moderate	Very Unlikely	Low	August 2020	School Estates Team – June to 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/ PROPOSE D 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Ventilation	Staff, pupils and visitors (by prior arrangement)	Natural ventilation is available in the workplace, e.g. windows or open doorways (A29). If natural ventilation is insufficient, ventilators, fans or air conditioners provided to ensure a consistent flow of fresh air. Air exchange rate of the air handling system meet standard requirements for the occupants in the building.	E	Moderate	Very Unlikely	Low	August 2020	11/08/20 HT
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 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 and visitors (by prior arrangement)	Gas installation only in the kitchen at Kittybrewster School.	E	Major	Very Unlikely	Low	August 2020	School Estates Team – June to 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 and visitors (by prior arrangement)	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 5 minutes to eliminate standing water and eradicate legionella bacteria. All other outlets to have been run for 5 minutes to eliminate standing water, prior to staff returning.	P	Major	Very Unlikely	Low	August 2020	School Estates Team - June to 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/ PROPOSE D 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Drinking water	Staff, pupils and visitors (by prior arrangement)	Janitor has decommissioned water fountains. Pupil water bottles can be refilled in classrooms where drinking water is available.	P	Moderate	Very Unlikely	Low	August 2020	Janitor July 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.	EXISTIN G/ PRPOSE D '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, pupils and visitors (by prior arrangement)	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	Very Unlikely	Low	August 2020	School Estates Team - June to 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.	EXISTIN G/ PRPOSE D 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Plant and Equipment	Staff, pupils and visitors (by prior arrangement)	<p>There is a planned preventative maintenance schedule and inventory available for key items of plant and equipment and are up to date</p> <p>All fixed guards on machinery in place, secure and well maintained.</p> <p>The safety devices and controls e.g. emergency stops, light guards etc been checked to ensure safe operation.</p> <p>Defective equipment been taken out of service awaiting repair.</p> <p>Enough space is available for personnel to undertake their tasks safely and comfortably.</p> <p>Personnel have the appropriate competences and/or trained to use machines/work equipment.</p>	E	Major	Very Unlikely	Low	August 2020	School Estates Team - June to August 2020

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:

		Potential Severity of Harm (S)					(S) x (L) = Risk Rating
		1	2	3	4	5	
Likelihood of harm (L)	1	1	2	3	4	5	1-4 Low
	2	2	4	6	8	10	
	3	3	6	9	12	15	12-25 High
	4	4	8	12	16	20	
	5	5	10	15	20	25	

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 STOP!	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