



**Service area:** Schools

**Site Address:** Charleston 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/NA	Rating R/A/G	Comments
1.	Has a risk assessment been undertaken for those who have a self-declared health condition which could increase their risk profile.	Y	Green.	Individual RA & Checklists have been sent out and received back by all staff. HT has had short meetings with all staff.
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 to be agreed with TUs and in line with SG guidance
3.	Are you tracking people who have been identified as high risk/are shielding.	Y	Green	Core HR- Admin staff doing this daily. Workforce planning Group to establish City overview and process to manage and maintain
4.	Where practicable will staff still be allowed to work from home/remotely.	Y	<b>Green</b>	A select group of staff will attend school in person, the rest will be required to work from home/remotely under Level 4 restrictions.
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	<b>Amber</b>	<p>2 m distancing should be maintained between staff, other adults, and between staff and pupils. Classrooms are arranged so that staff can maintain 2 m distancing (e.g. staff workstation 2m from nearest pupil desks). Teacher / staff workstations will be wiped down between each use by different individuals, hand washing facilities / hand sanitiser available.</p> <p>Pupils assigned to learn within specific groups (where possible) for the duration of the school day to avoid large gatherings / groups and spaces / areas becoming crowded.</p> <p>However, this may be compromised by the needs of individual pupils. A different arrangement is in place for a Targeted Support group of pupils with specific needs-</p>



				<p>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. All staff who are supporting learners and are within 2m of young people for any length of time <b>must</b> ensure that they wear a fluid resistant face mask. If staff are wearing a fluid resistant face mask they can remain with the person for the entire session.</p> <p>Staffroom altered and numbers limited to take account of social distancing. Staff will need to bring their own food and drinks.</p>
5a	Are you able to segregate staff's activities to promote 2 metres distance?	Y	Green	See 5. above,
5b	Are you able to limit the amount of contact staff have with each other to 15 minutes or less	Y	Amber	See 5. above,
5c	Are you able to implement a one way flow system and provide visual aids (e.g. distancing markers, signage, flow system markers) for maintaining two metres distance.	N	Amber	A strict 'stick to the left' policy will be in place around the whole school.
6.	Have staff been trained / notified before returning to work on any new procedures.	Y	Green	<p>Hand washing</p> <p>PPE</p> <p>Social Distancing</p> <p>Keep left system</p> <p>Training to be completed by all staff before opening</p>
7.	Have staff been instructed on how to hand wash effectively, for the suggested duration and maintain good hygiene practices.	Y	Green	<p>As above</p> <p>Ensure signage is available at all hand wash stations</p>
8.	Have staff been instructed on social distancing where practicable while at work.	Y	Green	See 5. above
9.	Have staff been trained on what to do if they are experiencing COVID-19 symptoms.	Y	Green	Reissued within Risk assessment and PPE Guidance during staff training
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.</p> <p>SLT/MAMs meeting using Teams – and with central officers.</p>



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

No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Are you able to implement sufficient parking restrictions to maintain social distancing measures, where car use is required to perform a role?	Y	Amber	Reminder to HSLO if return to normal duties are implemented. Car park will be closed after 8.30am.
2.	Are workers required to use either their own vehicle or company vehicle to travel to their task?	N	Green	Schools to adopt car park protocol (e.g. all reverse parking to limit exiting cars at same time)
3.	Are workers avoiding public transport where applicable and using alternatives (e.g. cycling, walking to work etc).	Y	Green	Where possible. If using public transport, social distancing should be observed, along with the wearing of a face covering.
4.	Have you considered staff that are required to vehicle share for their role and whether this could continue?	Y	Green	Escorts and pupils to follow advice for public transport i.e. wearing of face coverings and maintaining physical distancing where possible.
5.	Has the entry and exits to the building/site been limited to the minimum number of points required.	Yes	Amber	Main entrance- staff and deliveries only. Pupils enter through 5 different doors around school as detailed in the Return to School Plan.
6.	Has access to the building/site been restricted to visitors and contractors etc.	Y	Amber	Essential personnel by prior arrangement only – all protocols to be observed Emergency contractors, as above and when learners are not in attendance where possible. For ongoing planned construction works Corporate Landlord and Capital will work with contractors to ensure appropriate mitigation is in place such as sites physically separated from rest of building and contractors use separate entrances etc. Other essential visitors only where the impact of non-attendance would cause further harm (e.g essential maintenance contractors, Educational Psychologist)
7.	Is it practicable to confine visitors to strictly defined areas and avoid unnecessary movements around the building?	Yes.	Amber	All visitors to remain at reception area. No one should be around the school. 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.
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	Stock of Hand Sanitiser and Cleaning materials will be ordered each week by Administrator
9.	Is advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and were people congregate.	Y	Green	National guidance to be followed and detailed arrangements to be set out in School Recovery plan. Posters are displayed throughout the school.
10.	Are the signs displayed reviewed and replaced as necessary?	Y	Green	Weekly check to be added to risk assessment for signage. Admin/ SLT to replace signage where necessary.

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

No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Have you completed a clean of the property / site before returning.	Y	Green	Most schools, other than those which were used for Keyworker Childcare or Vulnerable Learner Hubs, have laid empty since 23 March. Initial cleaning is in progress to ensure buildings are fit for small groups of staff to return and a full deep clean will be undertaken prior to pupils return on 11 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 FM staff are trained in the safe methods of work for activity within their service areas. COVID-19 specific risk assessments have been completed and shared with all staff. Supplementary service specific FAQ's have also been prepared and shared with staff upon their return to work.
5.	Can where practical curtains and blinds be removed to minimise the areas where viruses can be difficult or time consuming to remove.	Y.	Green	No blinds or curtains in school.
6.	Can blinds be kept opened and locked if they cannot be removed.	N/A	N/A	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 schools to complete this task and agree storage prior to opening-completed
8	Have staff been provided with appropriate cleaning products so that they can frequently clean their work stations during the day.	Y	Green	Products to be ordered by individual schools. Facilities Management to assist in storing and replenishing appropriate cleaning materials.- Ordered and in place

**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>	Y	Green	As instructed by Andrew Jones
1.	Fire Safety Systems / Emergency Lighting.	Y.	Green	Corporate landlord will confirm to individual head teachers when all checks up to date. Prior to this staff access to building restricted to daytime hours only, max 4 people (primary schools) / 8 people (secondary schools) for no more than 2 hours each day, and only for specific recovery planning purposes.
2.	Ventilation / Humidity / Lighting & Heating.	Y.	Green	Corporate landlord will confirm to individual head teachers when all checks up to date. Prior to this staff access to building restricted to daytime hours only, max 4 people (primary schools) / 8 people (secondary schools) for no more than 2 hours each day, and only for specific recovery planning purposes.
3.	Gas Installations.	Y	Green	Corporate landlord will confirm to individual head teachers when all checks up to date. Prior to this staff access to building restricted to daytime hours only, max 4 people (primary schools) / 8 people (secondary schools) for no more than 2 hours each day, and only for specific recovery planning purposes.
4.	Legionella Controls.	Y	Green.	Corporate landlord will confirm to individual head teachers when all checks up to date. Prior to this staff access to building restricted to daytime hours only, max 4 people (primary schools) / 8 people (secondary schools) for no more than 2 hours each day, and only for specific recovery planning purposes.



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

Signed: Anna Cartlidge

Date: 05/01/21



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>Employee Safety –</b>								
Psychological wellbeing	Staff	<p>Regular communication is in place (individual and group) to ensure staff are not ill-informed about returning to work safely.</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. Contingency plan outlines procedures.</p> <p>SLT are aware of how big changes to working arrangements may cause additional work-related stress and affect their employees' mental health and wellbeing. Wellbeing Group has been set up to support staff. Wellbeing check on staff will be done regularly through Google Form designed by group.</p> <p>HT holds regular informal discussions with their team and look at ways to reduce causes of stress. SLT and staff meeting discussions weekly support this.</p> <p>Concerns on workload issues or support needs are escalated to SLT. Wellbeing survey for staff collects this data and is reported to SLT.</p> <p>SLT 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. Staff Wellbeing Survey support this area.</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. Individual RA meetings support staff with concerns and how they will be addressed.</p> <p>Undertake a review of your stress risk assessment to reflect new working arrangements. Where you have made significant adjustments to employee's working practices, a review must be undertaken.</p>	E	Major	Possible	Medium	Feb 20201	



		<p>Employees are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc) through line managers. Our Staff Wellbeing group have a shared folder on our Drive that all staff can access with support links.</p>						
Psychological wellbeing	Pupils	<p>Contact with individual parents/carers at initial return to ensure relevant, appropriate information is passed on and shared with staff in a timely manner through SEEMIS</p> <p>Ensure first aiders on site at all times following appropriate ratios.</p> <p>Ensure named Child Protection Officer is available within each setting. Parents have been reminded of these arrangements within the Contingency Plan.</p> <p>All ACC policies adhered to at all times.</p> <p>Staff working with children to continue to be calm, nurturing and caring, seeking confirmation from line manager if unsure of anything.</p>	E	Major	Possible	Medium	Feb 2021	
Virus transmission in the workplace	Staff, visitors, contractors, pupils	<p>Any employee/service user showing symptoms of Covid-19 or sharing a house with someone with Covid-19 should remain at home as per the government's guidance</p> <p><b>Test and Protect see link below</b></p> <p><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></p>	P	Extreme	Possible	High	June 2020	RW 28/6  RW 28/ 6





<p>Virus transmission in the workplace – Continued</p>	<p>Staff, visitors, contractors, pupils</p>	<p>Specific individual worker risk assessment has been undertaken for those who have a self-declared health condition which could increase their risk profile.</p> <p>The inspection checklist above has been undertaken to identify the control measures to consider reducing the risk of workplace infections and as part of a proactive monitoring regime and checking that preventative and protective control measures are implemented in line with current health and safety general duties.</p> <p>Staff are requested to work remotely where possible in line with authority guidance (provided it does not interfere with workload commitments).</p> <p>Training arrangements have been developed to ensure staff have been trained before returning to work on any new procedures.</p> <ul style="list-style-type: none"> <li>- PSA and EYP staff are undertaking Infection Prevention and Control training, all will be done by August.</li> <li>- All PSAs and EYPs will undertake the new First Aid Training before the children return.</li> <li>- All staff have read the PPE guidance.</li> </ul> <p>Work has been arranged so that staff are able to maintain the government guidelines for social distancing based on our industry (The latest Guidance on these measure can be found by clicking the following link <a href="#">Social Distancing Guidelines</a>).</p> <p>Staff activities are segregated to promote 2 meters distance.</p> <ul style="list-style-type: none"> <li>- Staff room has been altered so that only 5 people can sit in at one time.</li> <li>- No staff should enter the office.</li> </ul> <p>Staff face to face contact has been limited with each other to 15 minutes or less.</p> <p>A strict 'Stick to the Left' policy is in place for when children and adults are travelling around the school. Visual aids, such as floor strips, signage are used for maintaining two meters distance.</p> <p>Employees are educated on preventative care.</p>					<p>Feb 2021</p>	<p>RW 28/ 6 Reviewed WB 10th Aug WB 5<sup>th</sup> Jan 21</p> <p>1/7 RW</p> <p>RW- 1/7</p> <p>RW 30/6</p> <p>RW 30/6</p> <p>RW- 30/6</p> <p>28/6 RW</p>
--	---	--	--	--	--	--	-----------------	---



<p>Virus transmission in the workplace – Continued</p>	<p>Staff, visitors, contractors, pupils</p>	<p>Hygiene guidance is given such as avoiding touching eyes, nose, mouth and unwashed hands, cover your cough or sneeze with a tissue, and throw it away in a bin and wash your hands. Posters are placed around the school.</p>						<p>RW 28/6</p>
		<p>Posters are displayed that encourage staying home when sick, cough and sneeze etiquette.</p>						<p>RW 28/6</p>
		<p>Alcohol hand gel has been placed at all entrances to the workplace and in other areas where they will be seen.</p>						<p>RW 11/8</p>
		<p>Staff have been instructed to clean their hands frequently, to wash their hands with soap and water for at least 20 seconds followed by the use of an alcohol-based hand sanitiser that contains at least 60-95% alcohol.</p>						<p>RW 28/6</p>
		<p>Social distancing while at work is maintained by continuing to limit social interactions by staggering start/finish times and lunchtime. Details of staggered times can be found on our Contingency Plan.</p>						<p>RW 28/6</p>
		<p><a href="https://charleston.aberdeen.sch.uk/wp/wp-content/uploads/2020/06/Charleston-SQUIP-20-21-Final.pdf">https://charleston.aberdeen.sch.uk/wp/wp-content/uploads/2020/06/Charleston-SQUIP-20-21-Final.pdf</a></p>						<p>RW 28/6</p>
		<p>Staff bring their own provisions in for lunch. Staff to follow hygiene routines if storing lunch in the fridge. Hygiene Routines will be placed on the fridge to remind staff of what needs done.</p>						<p>RW 28/6</p>
		<p>Social gathering amongst employees have been discouraged whilst at work.</p>						<p>RW 30/6</p>
		<p>Staff requested to keep in touch through remote technology such as phone, internet and social media. Staff have What's App group for communicating. Regular staff emails from SLT will be completed.</p>						<p>RW 30/6</p>
		<p>Staff have been separated at break and lunch to reduce contact between employees.</p>						<p>RW 30/6</p>
		<p>Staff will wear masks when in close contact with children in the class or the playground. Staff will wear face coverings in communal areas. E.g. Moving around the school, lunch hall, and in the staffroom.</p>						<p>RW 30/6</p>
		<p>Staff should wear a fluid resistant mask any time that they need to break the 2m rule</p>						<p>RW 30/6</p>
		<p>PPE is considered for work processes where close contact is required. Staff are familiar with the PPE guidance</p>						<p>RW 30/6</p>
		<p><a href="https://aberdeencitycouncil0365.sharepoint.com/sites/Network-">https://aberdeencitycouncil0365.sharepoint.com/sites/Network-</a></p>						<p>RW 30/6</p>
<p>Virus transmission in the workplace – Continued</p>								<p>RW 30/6</p>



	<p>Staff, visitors, contractors, pupils</p>	<p><a href="#">ACCHeadTeachers/Shared%20Documents/General/Aberdeen%20PPE%20Guidance%20Education.pdf</a></p> <p>Adequate training has been made on what PPE is required (i.e. gloves, masks, aprons, Filtering Face Pieces (P3), goggles, the correct donning/doffing of PPE and face fit testing.</p> <p><u>ACC quick guides</u> for correct donning and doffing of PPE for <u>non-AGPs</u>, as well as for <u>AGPs</u>, 19 has been utilised for examples in best practice for putting on and taking off (donning and doffing). All staff to read before children return to school in August.</p> <p>Careful hand washing with soap and warm water/use of alcohol-based hand sanitiser before and after handling text books, jotters (or other pieces of equipment) mitigates the need for quarantine for 72 hours before, and 72 hours after. As far as possible and in line with effective practice, staff should avoid touching their mouth, nose and eye area. Good hand hygiene should be sufficient to prevent transmission of infection from these items, even if they are contaminated, as long as the person handling the item does not touch their face between handling the item and decontaminating their hands. Good respiratory hygiene ('Catch it, kill it, bin it') is also required at all times</p> <p>The Scottish Government and Health Protection Scotland response page is monitored regularly for latest details on guidance and advice. Administrator and SLT responsible for checking for updates and filtering to staff.</p> <p>Advice is shared with staff members and staff have been fully briefed and kept up to date with current advice on staying protected through regular staff emails and during weekly staff meetings.</p> <p>Staff discouraged from hand shaking and general close personal greetings.</p> <p>Employees are made aware of the impact of COVID 19 on their job/change of working environment. All staff have read the return to school plan and have read risk assessment for returning to school.</p>					<p>RW 30/6</p> <p>RW 30/6</p> <p>RW 30/6</p> <p>RW 11/8</p>
--	---	--	--	--	--	--	---



<p>Someone entering the workplace with COVID-19</p>	<p>Staff, visitors, contractors, pupils</p>	<p>Work with our supply chain to ensure that they're adopting good practices to prevent the spread of COVID-19 to discuss arrangements and control measures.</p> <p>Staff are made aware of COVID-19 symptoms via training sessions and visual aids such as posters in key locations around the school</p> <p>No external visitors will be allowed in the school. Parents will be encouraged to make contact by email / phone and not in person. This information will be given to parents through our Return to School Booklet.</p> <p>Anybody visiting site will be informed that they are not to enter if they're experiencing COVID-19 symptoms and will be advised to self-isolate in line with government recommendations.</p> <p>If a member of staff or a pupil displays COVID-19 symptoms whilst in the building, designated isolation rooms will be used. The first isolation room is the GP room opposite the P6 classroom. The second isolation room is the janitor's office.</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. This will be communicated to parents through the Return to School Booklet.</p>	<p>P</p>	<p>Extreme</p>	<p>Possible</p>	<p>Medium</p>	<p>June 2020 and ongoing</p>	<p>RW 30/6</p> <p>RW 30/6</p> <p>RW 30/6</p> <p>RW 30/6</p> <p>RW 30/ 6</p>
		<p>Parents and carers of children on the shielding list should gain clinical advice on the suitability of in school attendance.</p> <p>Staff are only able to work in one school whilst we remain in Level 4 COVID restrictions.</p>	<p>P</p>	<p>Extreme</p>	<p>Possible</p>	<p>High</p>	<p>Feb 20</p>	



Hazard	At Risk	Control Measures	Probability	Worst Case Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
<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				
<b>Travel, Access &amp; Egress</b>								
Travelling to school buildings	Staff, pupils, visitors, contractors	<p>Sufficient parking restrictions to maintain social distancing measures in place. Staff are aware of SD regulations and will respect them when in car park. When they park, they should choose a space where there are no cars near if possible.</p> <p>Workers will be instructed to use their own transport for work activities.</p> <p>Workers told to avoid public transport where applicable and using alternatives e.g. cycling, walking to work etc. If public transport or car sharing cannot be avoided, staff or pupils should be encouraged to follow current government advice in respect of "face coverings".</p> <p>School transport will be available, but hand sanitising must take place before every journey.</p> <p>For pupils using bicycles, bike racks will be available, but any adults (e.g. non teaching staff) supervising / supporting pupils will need to maintain 2 m distancing between each other and the pupils.</p>	P	Moderate	Possible	Medium	June 2020	RW 1/7  RW 1/7  RW 1/7
Entry and exit to building	Staff, visitors, contractors, pupils	<p>Entry and exits to the building</p> <ul style="list-style-type: none"> <li>- Staggered starts for all classes details on the Return to School Plan <a href="https://charleston.aberdeen.sch.uk/wp/wp-content/uploads/2020/06/Charleston-SQUIP-20-21-Final.pdf">https://charleston.aberdeen.sch.uk/wp/wp-content/uploads/2020/06/Charleston-SQUIP-20-21-Final.pdf</a></li> <li>- Main door to be used by staff and for deliveries only. Deliveries only allowed when the children are not at the front of the school. Signs will display this.</li> </ul>	P	Major	Possible	Medium	June 2020	RW 11/8





<p>Orientation/ Training</p>	<p>Staff, pupils, visitors (agreed only in advance)</p>	<p>Staff, pupils and parents have been provided with the School Return to School Plan which details issues such as the following:</p> <p>Prior to August 11<sup>th</sup> (on in-service day 10<sup>th</sup> August)</p> <p>All staff will complete 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 <a href="#">Social Distancing Guidelines</a>).</li> </ul> <p>On first day of school entry</p> <p>Pupils will complete an induction including health &amp; safety orientations, which will address:</p> <ul style="list-style-type: none"> <li>• Social distancing and 'keep to the left' plans for staff/other adults</li> <li>• Handwashing training</li> </ul> <p>All will take responsibility for challenging those not following guidance.</p>					<p>RW 11/8</p> <p>RW 11/8</p> <p>RW 11/8</p> <p>RW 11/8</p>
<p>Personal Hygiene</p>	<p>Staff, pupils, visitors (agreed only in advance)</p>	<p>Staff will follow good infection control guidance (<a href="#">Infection Prevention and Control in Childcare Settings (Day Care and Childminding Settings)</a>).</p> <p>Handwashing procedure posters are displayed in areas where handwashing takes place.</p> <p>All pupils and staff will wash hands before entering setting and build handwashing into daily routine</p> <p>Where hand washing facilities are limited, hand sanitiser will be provided. Classrooms and work areas which do not have a sink will have a supply of hand sanitiser.</p>					<p>RW 11/8</p> <p>RW 11/8</p> <p>RW 11/8</p> <p>RW 11/8</p> <p>RW 11/8</p>













Use of Toilets	Staff, pupils, visitors (agreed only in advance)	<p>Supervision of pupils at break times – maintenance of 2 m distancing between adults and pupils. Break times will be staggered to facilitate use.</p> <p>There will be a strong emphasis on hand washing after visiting the toilet, and hand washing may require to be supervised for younger children. All children will be encouraged to hand wash when return to class too.</p> <p>There will be a visual system in place for staff toilets too.</p>						RW 11/8  RW 11/8  RW 11/8
----------------	--	---	--	--	--	--	--	---------------------------------------





HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
<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>Cleaning and hygiene measures</b>								
Environmental Cleaning	Staff, visitors, contractors, pupils	A deep clean of the property / site before returning is performed if required.	P	Minor	Possible	Low	05/06/20	RW 11/8
Cleaning Frequency	Staff, visitors, contractors, pupils	The ongoing cleaning frequency is made sufficient enough such that cleaning can be undertaken daily and supplementary sanitisation by janitorial staff when site/building/premises is occupied. Contact Head Janitor regarding sanitising of door handles and high traffic/ris areas. - Timetable to be established	P	Moderate	Possible	Medium	In place from 11th August and ongoing	RW 1/7
Commonly touched surfaces	Staff, visitors, contractors, pupils	All hand contact points cleaned on a frequent basis throughout the day including, door handles, light switches, furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, toilets, canteen / food preparation areas.  All curtains have been removed to minimise the areas where viruses can be difficult or time consuming to remove.  All rugs and mats have been removed where safe to do so to make cleaning and disinfection of floors easier.  Appropriate cleaning products are used during daily preventative clean regime. - Staff will have a bottle of COVID disinfectant and blue roll/ paper towels in their classroom cupboard to wipe surfaces regularly. - All surfaces will be wiped twice a day (break and lunchtime) by staff.  Staff will only use the printer in their area. If they need to use the xerox a designated PSA will be given the work to copy.  The xerox machine will be wiped down after each use.	P	Moderate	Possible	Medium	In place from 11th August and ongoing	RW 1/7  RW 1/7  RW 1/7  RW 1/7  RW 1/7  RW 1/7



		IPad and laptops will be wiped down after each use. Where possible they will be used by learners for a whole morning, afternoon or full day to limit various users.						
Use of cleaning products	Staff, visitors, contractors, pupils	Teaching staff, PSAs and EYPs undertaking the cleaning have been instructed with clear safe usage instructions.  The relevant Safety Data Sheet and COSHH assessment is provided for the substances in use  Correct PPE is provided for the use of cleaning materials	P	Moderate	Possible	Medium	In place from 11th August and ongoing	RW 1/7
Housekeeping	Staff, Contractors, pupils	Anti bacterial spray will be used by staff regularly to wipe surfaces so that staff can frequently clean their work stations during the day.  Wipes to be provided in each classroom for children to wipe surfaces and equipment when needed.  Staff provided with waste bins lined with a plastic bag so that they can be emptied without contacting the contents.  Staff are instructed that the emptying of bins and wastepaper baskets should be followed by hand washing.	P	Moderate	Possible	Medium	In place from 11th August and ongoing	RW 1/7 RW 1/7 RW 1/7 RW 1/7

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

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						

**Fire Safety Systems / Emergency Lighting** - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here



Fire, heat, burns, smoke inhalation	Staff, visitors, contractors, pupils	<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.</p> <p>Means of escape clear.</p> <p>Fire doors provided and maintained in good working order.</p> <p>Building has suitable lightning conductors / protection.</p>	P	Extreme	Possible	Medium	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/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
<b>Ventilation / Humidity / Lighting &amp; Heating</b> Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Temperature/ Humidity	Staff, visitors, contractors, pupils	Workplace temperatures are not too hot or too cold (at least 17 degrees Celsius).	E	Minor	Possible	Low	Ongoing	School Estates Team - June to August 2020





		Measures can be taken to control temperature extremes and/or humidity levels such as through computerised EHAV system.						
Ventilation	Staff, visitors, contractors, pupils	<p>Windows will be open whenever staff / children are in the building.</p> <p>Air exchange rate of the air handling system meet standard requirements for the occupants in the building.</p> <p>Ventilation systems have been adequately maintained and serviced.</p>	E	Minor	Possible	Low		RW1/7

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
<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>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, visitors, contractors, pupils	<p>Gas installations e.g. boilers have been inspected, tested and maintained at required frequencies.</p> <p>Adequate ventilation available next to gas installations.</p> <p>Gas isolation control switches available and clearly identified.</p> <p>Supplier's emergency contact number clearly displayed, un-obscured and legible.</p> <p>Gas cylinders being used safely (if used).</p>	P	Extreme	Possible	High	August 2020	School Estates Team - June to August 2020

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>
<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, visitors, contractors, pupils	Tanks and taps inspected and maintained.  Suitable controls in place to reduce the risk of legionnaires disease.  All other outlets to have been run for 5mins to eliminate standing water, prior to staff returning	P	Major	Possible	Medium	August 2020	<b>School Estates Team - June to August 2020</b>  RW 1/7
Drinking water	Staff, visitors, contractors, pupils	Separate drinking water facilities should be made available for staff and pupils to fill their own water bottles. Facilities to be wiped down after each use.	P	Moderate	Possible	Medium	August 2020	RW 1/8

<b>HAZARD</b>	<b>AT RISK</b>	<b>CONTROL MEASURES</b>	<b>PROBABILITY WORST CASE OUTCOME</b>					
<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>
<b>Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance</b> - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Statutory Inspections	Staff, visitors, contractors, pupils	Responsible person has carried out checks on your building in the following areas:  Thorough examination, inspection, test and maintenance certificate and logs available and up-to-date for the premises, plant and equipment e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems.	P	Major	Possible	Medium	August 2020	RW Aug20



Lift Statutory Inspections	Staff, visitors, contractors, pupils	The thorough examination, inspection, testing and maintenance records for the lifts in date.	P	Major	Possible	Medium	August 2020	RW Aug20
Plant and Equipment	Staff, visitors, contractors, pupils	<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	Possible	Medium		School Estates Team - June to August 2020
Signed:	Anna Cartlidge	Assessment Date:	5/1/21	Further action required:	Action Review Date(s):			
Name:	Anna Cartlidge				Next Review Date: February 2021			
Signed:	Anna Cartlidge	5/1/21		Further action required:	Next Review Date: Daily as of 11/8/20			
Name:	Anna Cartlidge			Assessment reviewed daily				



## Action Plan

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



Additional Comments	
	Signed: <u>Rebecca Watt</u> Date: <u>10th August 2020</u>