



Kingswells School Risk Assessment April 2021

COVID-19 Health & Safety Inspection Checklist

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

Service area:
Site Address: Kingswells School
Service manager: Chief Education Officer
Inspection Undertaken by: Quality Improvement Team / Head Teacher
Approved by:

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

A: Staffing – 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? Are you tracking people who have been identified as high risk?	Y		Risk assessments have been undertaken. Both staff and children who have previously been shielding have had their situations reviewed to ensure appropriate protections are in place to ensure their safe return to school. All members of staff have been asked to calculate their Covid age and SMT have reviewed this to have awareness of more vulnerable members of staff.
2	Have you engaged with Trade Unions and staff during the reinstatement in the drafting of this risk assessment to	Y		Risk assessment updates are shared with school staff in line with SG/ACC guidance.

	consider work processes and required controls?			
3	<p>Physical distancing. Can all staff maintain the Scottish Government guidelines for social distancing based on your industry (The latest Social Distancing Guidelines available here). These could include but are not limited to the following:</p> <ul style="list-style-type: none"> • Strict 2m distancing between staff and staff. • 2m distancing between staff and pupils wherever possible, PPE used in all cases where the 2m distance is not possible to support learners. • Staggered staff breaks to ensure that staff have a comfortable break whilst maintaining appropriate physical distancing. • Meetings take place virtually wherever possible. Face to face meetings only take place when 2m physical distancing is possible. • Class bubbles do not mix, other than fleeting passing. • Parents wear face masks when dropping off and picking up from school unless exempt. Staff also wear face masks in the school grounds. • Parents have been asked to 2m physically distance from each other around the school. Reminders are sent. 	Y		<p>2m distancing should be maintained between staff. Whilst moving around outwith class areas face coverings are worn including in communal areas. Classrooms are arranged so that staff can maintain 2m distancing (e.g. staff desks 2m from nearest pupil desks). Fluid resistant masks to be worn by members of staff who cannot maintain 2m physical distance to pupils including when supporting learning needs. Staffroom altered and numbers limited to take account of social distancing. The sensory room has been adapted for use as a second staff break area when needed. Staff bring their own food and drinks. A staggered break has been introduced to reduce the number of staff accessing the staffroom at any one time. Staff should not car-share to get to work, where this cannot be avoided current SG guidance is followed. Staff meetings take place virtually. Break and lunchtimes/lining up areas have been organised to support separation of class bubbles. School assembly is now held online. Parent communication has gone out to all parents to remind them to ensure 2m distancing from other adults and children and to ask them to wear face coverings at drop off and pick up. To provide space for classes to be 2m apart when lining up P1 parents have now been asked to drop off and leave the playground or utilise the soft start time for drop off. https://drive.google.com/drive/folders/1bo83wQ58oejOzRyNDWEe87-MpxpiK57x</p>
4	Can school restrict the number of staff working across classes within one day?	Y		Support for Learning teacher and those delivering RCCT will not mix with more than 3 classes per day. If they are taking pupils from more than one class they must ensure 2m

				physical distancing including when moving around the area. Most PSAs are limited to working across year groups but some have to work beyond one year group to support the needs of learners. Strict hand hygiene and the use of face masks are adhered to at all times.
5	Have staff received appropriate training to ensure they can remain as Covid safe as possible?	Y		Staff have undertaken ACC training on:- Handwashing PPE Staff have been encouraged to take part in lateral flow testing. Discussed and review physical distancing guidance. Regular updates are provided, usually by email when guidance is changed or updated. https://drive.google.com/drive/folders/1873_a-2fmzGstVzxCF8FV6GScvXqG5MT
6	Handwashing Have staff been instructed on how to hand wash effectively, for the suggested duration and maintain good hygiene practices? Are pupils following good hand hygiene practice?	Y		ACC PPE guidance and associated videos completed by staff. (see link above for staff updates) All staff and visitors wash hands immediately after entering the building. Staff follow guidance on when hand washing is necessary. Stocktaking system working effectively to ensure sufficient stocks of soaps and hand sanitiser. All pupils wash hands or sanitise on entry to the building, before eating and on leaving the lunch hall as well as after coughing or sneezing or going to the toilet. Where tissues are used they are binned immediately, then hands are washed. All pupils and staff are encouraged and reminded to avoid touching eyes, nose and mouth with unwashed hands and to cough directly to crook of elbow.
7	Have staff been trained on what to do if they are experiencing COVID-19 symptoms. <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 	Y		A flow chart has been issued to ensure staff are clear on the processes to follow if they think they or someone in their household has Covid symptoms. https://drive.google.com/drive/folders/1873_a-2fmzGstVzxCF8FV6GScvXqG5MT School will make contact with Public Health Scotland if there is either a single confirmed (test positive) case of COVID-19 or any suspicion that there may be an outbreak of cases in a setting. Follow procedures to remove from school where someone becomes unwell. Employee <ul style="list-style-type: none"> • Immediately leave the building and go directly home Service User <ul style="list-style-type: none"> • Isolation area identified as the Community room with the Medical room to be used as a back-up.

	<p>have a cough, it may be worse than usual)</p> <ul style="list-style-type: none"> • a 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>Most people with coronavirus have at least 1 of these symptoms</p>			<ul style="list-style-type: none"> • Emergency contact list accessible and up to date • Request for immediate collection by parents/carers • On collection, immediately leave the building and go directly home
8	Is movement for ACC staff entering Kingswells School building restricted with strict adherence to risk assessments?	Y		<p>Supply teachers and office staff can now only attend 1 school per day and must follow the school's individual risk assessments. Janitorial staff, where possible, work at 1 site per week but where there is a necessity it can include 2 schools per day, only with additional control measures in place. Catering staff and cleaning staff should only work across 1 school per week and any movement between schools should be for critical cover only and with Covid-19 mitigations in place.</p> <p>Education Psychologists, Peripatetic staff, music instructors and Allied Health Professionals can attend 1 school per day whilst following the risk assessment where risk to pupil wellbeing is high. Support can otherwise be offered digitally.</p> <p>Active Schools and other partners can attend one school per day when working outdoors and two per week when working indoors. See ACC routemap for full list of partners.</p> <p>Joint Interviews can take place in school. Careful planning will take place with agencies to support this.</p>
9	Has access to the building/site been restricted to visitors and contractors etc.	Y		<p>Essential personnel and emergency contractors can access the building by prior arrangement with the HT only. Contractors will not attend the building where they cannot physically distance from staff and pupils.</p>
10	Is there safe management of visitors to schools?	Y		<p>No visitors within our school building except emergency contractors and agreed ACC staff. Parents have been asked not to enter the building and instead to telephone or email communication to school. Where it is essential that a visitor attend the school, such as a parent / collecting an unwell child, the parent can collect their child from outside the school front door. All visitors to arrange appointments in advance and sign in/out, leaving contact details.</p>
11	ELC placements	Y		<p>Children remain members of one bubble (session) and consistent staffing is allocated to groups (staff can work across am and pm sessions)</p>

				Children may now attend 2 settings (Kingswells nursery plus one other or provider; childminder or another nursery) in the course of a day or week where it is needed by families and agreed by both settings. Nursery keep a careful record of where else children attend and attendance is recorded each day. An outbreak in a setting will trigger a review of blended arrangements.
12	First Aid	Y		<p>All PSAs and Nursery staff have statutory first aid training. All nursery staff and PSAs have now returned their Covid ages and from this information relevant staff and management are aware of who should undertake CPR. All other first aid trained staff are aware of the procedures/risks should they give CPR to anyone.</p> <p>https://docs.google.com/document/d/1-bcoPTMjbA1SQQAY3T4Bux_Vym7kqFppJn2HNZRcSJs/edit?usp=sharing</p> <p>Appropriate PPE (masks, gloves and disposable apron) should be worn when giving general first aid due to the need for physical contact.</p>
13	Are staff ensuring safe use of fomites to prevent transfer of infection?	Y		<p>When staff are handling books, jotters, etc. they can either adopt the 72hr quarantine method or employ good hand and respiratory hygiene (i.e. hand washing/sanitising, no touching your face, 'catch it, kill it, bin it') before, during and after handling these materials. All play equipment in the early years is washed regularly and quarantined or cleaned before being used by a new bubble/class or being returned to cupboards. AM and PM nursery have separate resources which are swapped over between sessions. Resources which are difficult to wash, such as soft furnishings have been removed or kept to a minimum.</p> <p>Nursery staff sign pupils in and out with details given verbally by carers at drop off.</p>
14	Can PE be undertaken safely?	Y		<p>Delivery of PE (click here for more info.)</p> <ul style="list-style-type: none"> • Primary schools can participate in contact and non-contact sport both indoors and outdoors • Specific PE RA required https://docs.google.com/document/d/1Ub9qb1Edx9lAd-4SieKsvAPrCSdpVyJMbKwDL1F_2ck/edit • Pupils will come to school dressed for gym on the appropriate day so that no changing facilities are required.
15	Can drama and music activities be undertaken safely?			<p>Drama Activities (click here for more info.)</p> <p>Music Activities (click here for more info.)</p> <p>Follow guidance and ensure low risk activities only in undernoted risk assessment</p>

				<ul style="list-style-type: none"> https://docs.google.com/document/d/1JJaoAV9BJyA-idlu2u_YYQ4EJ46aDu89piUrTu4fl_M/edit
16	Can pupils attend transition events?	Y		Transition events <ul style="list-style-type: none"> Pupils should only attend virtual events.
17	Can extra-curricular and after school clubs be run?	Y		Lets <ul style="list-style-type: none"> Lets can commence outdoors for groups associated with schools or those affiliated to a national body. In Level 3 any extra-curricular activities can only be run if partners access only one school per week and the club's individual risk assessment is reviewed in line with Level 3 guidance. No access to changing rooms or toilets for let users ACC after-school club can run in the school premises. SMT have seen the risk assessment and have ongoing communication. Non ACC after school clubs do not access our building but can access the playground in order to ensure safe drop off and pick up of pupils. SMT have seen all relevant risk assessments.
18.	Can pupils attend out of school providers?	Y		<ul style="list-style-type: none"> In Level 3 children can only access 2 bubbles per day (with childminders being exceptions to this). Parents should only access one out of school provider per day for school aged children. Any exceptions to this will be reported to the central team.

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.	Cleaning of premises	Y		Daily cleaning will be undertaken by Cleaning Services, supplemented by school janitor 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. Where the isolation room has been used, the school janitor will be contacted to ensure it is cleaned as soon as possible. An email is sent to Facilities to inform them of when the isolation room is used. Nursery staff clean the playroom, garden touch points and toilets between sessions.

2.	Are all hand contact points cleaned on a frequent basis including, but not limited to; door furniture, handrails, toilet flush and taps, dispensers etc.	Y		In addition above our school janitor undertakes cleaning of frequent touch points twice per day. Regular cleaning of resources by school staff where appropriate. Items which cannot be effectively disinfected between uses will be temporarily taken out of use and quarantined for 72 hours. Pupils are asked not to bring toys from home but a small number of young pupils may require comforters to support with transition from home. These are stored in school bags as soon as possible.
3.	Are all high touch points in communal areas regularly cleaned? Tables in communal areas Taps Fridge handles Urn handle	Y		All staff clean tables and kitchen touch points after use in all areas used for breaks.
4.	Are shared resources cleaned appropriately? IT equipment Own desks Phones Teaching/PSA staff	Y		All class areas have a supply of appropriate wipes, spray and paper towels. School staff clean shared IT equipment before and after use. Teachers will wipe down their own desks, phones and computers before they are used by another member of staff or throughout their own use if required.
5.	Have persons undertaking the cleaning been instructed with clear safe usage instructions.	Y		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. Guidance is on display in storage area.
6.	PPE and cleaning products stocktake Have staff been provided with appropriate cleaning products so that they can frequently clean their own work-stations during the day.	Y		ACC have created an effective PPE ordering system which is used to ensure sufficient stocks are available. PPE Co-ordinator updates stocks through central order monthly. PSAs are responsible for ensuring sufficient stocks in class areas and getting more. PSA NW is responsible for ensuring sufficient hand sanitiser available in lunch hall and other general areas.
7.	Ventilation guidance			School staff are aware of the need for as much ventilation as possible and the need for an appropriate working temperature. School staff follow the guidance in this flow chart: https://docs.google.com/document/d/1XbCVfAIYI5o-PAe6AhWbnh0Uvm4P8XJ5tMKUTjC0Xu0/edit Use of outdoor learning is recommended where possible.

Signed:	Moira MacIver	Assessment Date:	Further action required:	Ongoing review
Name:	Moira MacIver	09/11/2020	Y	

Action Plan

Point Ref	Details of Corrective Action Required	Timescale	Responsible Person	Closed Out
A1	Risk assessment for staff with self-declared health condition to be undertaken with potentially four members of staff.	August 10 th 2020	Line managers/H&S	MMac
A3	Tracking system to be developed and maintained for vulnerable staff	June 2020	CJ//P&O/line managers	MMac
A5c	Guidance on school building arrangements for each building to be created and circulated as appropriate	June 2020	HTs /Corporate Landlord	MMac
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	MMac
B6/B7	Contractor and visitor to schools protocol and policy to be updated and shared with all schools	June 2020	Corporate Landlord	
B8	Co-ordinated procurement of PPE including hand sanitiser and cleaning materials	June 2020	FL/H&S	
C	Soft furnishings/blinds/mats etc to be removed where safe to do so	August 2020	HTs /Corporate Landlord	
C1	Each school building to be deep cleaned before staff and/or pupils return	June 2020	Facilities	
C2-4	Cleaning guidance issued to all schools	June 2020	Facilities	
C8	Provision of appropriate cleaning products and usage instruction to school staff	June 2020	Facilities	
D1-6	All required building related safety inspections undertaken and completed	August 2020	Corporate Landlord	
Additional Comments				

Signed:

Date:

Appendix B – Risk Assessment Scoring and Rating Table



Appendix 2 - Risk scoring and rating table

Severity (S)

This is the degree of harm that may be caused

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

Likelihood (L)

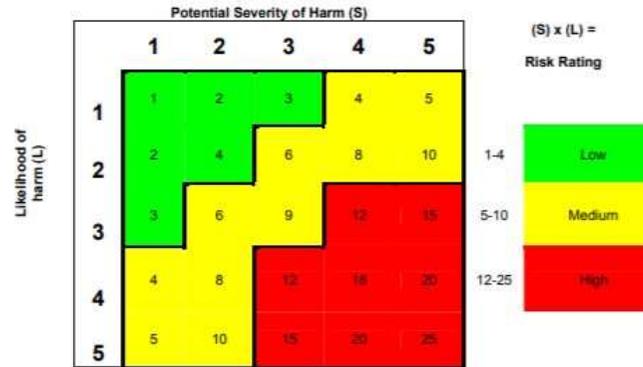
This is the likelihood that an event will occur

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

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



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



1 - 4 Low	Review on change of process or if circumstances change. Any small and/or easy methods to improve should be made to ensure continuous improvement of risk management.
5 - 10 Moderate	Examine areas of exposure in the activity; decide timescales for completion of all agreed actions and record on action plan. Provide additional monitoring of agreed controls until they are fully implemented. Closely monitor effectiveness of new controls put in place
12 - 25 Unacceptable 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