

# Education Resources General Risk Assessment

<b>Assessment Title</b>	<b>Minimising Covid-19 Exposure – Schools and nurseries re-opening full time from 11 August 2020 (V2) – St Louise Primary</b>			<b>Generic</b> <input checked="" type="checkbox"/> <b>Specific</b> <input type="checkbox"/>
<b>Scope of Assessment</b>	1. Headteachers and other senior managers working in schools and other educational settings 2. Employees returning to school settings 3. Pupils returning to school settings			<b>Reference</b> ER 30/07-2
				<b>N° Affected</b> various

**Persons:** Employee ☒ Service User ☒ Contractor ☒ Visitor ☒ Young Person ☒ Public ☒ **Frequency:** ☒ Monthly ☒ Weekly ☒ Daily ☒ Hourly ☒ Occasionally ☐

<b>RISK COLOUR CODE/ SCORE</b>	<b>LOW RISK</b> ✓	<b>MEDIUM RISK</b>	<b>HIGH RISK</b>	<b>VERY HIGH RISK</b>
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<b>Aide Memoir</b> √ - present and considered, X considered not to be present																	
Machinery						x	Slip / Trip / Fall			x	Traffic / Driving		✓	Dangerous Substances		✓	
Hygiene	✓	Workplace	✓	Handling / Lifting	x	Environment	✓	Access Equipment			x	Electricity		x	Moving / Falling Objects		x
Temperature	x	Fire / Explosion	x	Pressure System	x	Weather	x	DSE / Ergonomics			x	Violence		x	Tools / Work Equipment		x
Work at Height	x	Noise / Vibration	x	Other (s) (note)		Note:											

Hazard/ Concerns	Risk Rating	Control Measures	Residual Risk Rating	Further Action Required
<b>Exposure to Covid-19 infection as a result of direct or close contact with others</b>	<b>16</b> <b>Very High</b>	<ul style="list-style-type: none"> <li>Two metre physical distancing between adults should be maintained.</li> <li>Two metre distancing between adults and children should be maintained.(recognised not always possible e.g. early years or ASN)</li> <li>In secondary schools encourage physical distancing or physical contact as much as possible between young people, particularly in the senior phase.</li> <li>Avoid assemblies or other typically large gatherings.</li> <li>Wherever possible in primary schools, keep children and young people within the same groups for the duration of the school day with the same teacher and support assistants.</li> <li>In secondary, consider keeping groupings together during the day via alternative timetabling, during lunch sittings and encourage distancing particularly in the senior phase. Consider e.g. possible soft changeovers and creative timetabling e.g. double periods or teachers moving rather than learners</li> </ul>	<b>4</b> <b>Low</b>	

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|  |  | <ul style="list-style-type: none"> <li>• Adults in educational establishments do not need to wear face coverings as two metre distancing should be maintained, however may decide to opt to do so through personal choice.</li> <li>• There may be occasions where this is not possible. Where adults cannot maintain a two metre distance, are interacting face to face for 15 minutes or more, face coverings should be worn.</li> <li>• Introduce a flexible approach to the physical reconfiguration of teaching and non-teaching areas, taking account of hygiene, staffing, supervision and individual learner and staff needs.</li> <li>• Seating, desks and other heavy traffic work areas e.g. copier rooms should be safely spaced to promote physical distancing.</li> <li>• Decrease physical interactions generally by looking at staff and pupil movement throughout the establishment.</li> <li>• Consider one-way or keep left systems, staggered breaks and starts.</li> <li>• Access classrooms directly from outside where possible.</li> <li>• Encourage staggered use of staffrooms, break areas and offices to limit occupancy at any one time. Encourage cleaning items after each use including cooking equipment, crockery and cutlery.</li> <li>• No sharing of food and drinks including milk</li> <li>• Maximise outdoor space throughout the day ensuring those with complex needs or disabilities are not disadvantaged and hygiene arrangements are in place for shared equipment.</li> <li>• Consider integrated procedures and guidance for pupils leaving and returning to school e.g. lunchtime</li> <li>• Encourage parents to consider the most appropriate travel arrangements including, as far as it is safe to do so, walking, cycling and scootering to help reduce unnecessary travel on buses or public transport.</li> <li>• Ensure that transport providers, including those via SPT, are following all necessary government and industry advice to reduce risk.</li> <li>• Any works, repairs or maintenance carried out within the establishment should adhere to physical distancing and hygiene measures.</li> </ul> |  |  |
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		<ul style="list-style-type: none"> <li>• Recognise concerns raised by members of the BAME community including supporting individual requests for additional protections in discussion with staff, pupils and families.</li> <li>• Given current low levels of transmission in Scotland, those previously shielding are now following the same advice as the general population. Arrangements should be put in place for individual circumstances (such as those with underlying health conditions) in line with any specific clinical advice and assessment of risk, particularly where physical distancing cannot always be maintained. Staff should use the South Lanarkshire Council Self-Assessment form to help inform discussion with line managers on these issues.</li> <li>• Floor markings, signage and posters to be used to keep employees informed on things like maximum room capacity and direction of travel.</li> <li>• Designate a well ventilated room as an isolation space for anyone showing symptoms of infection.</li> <li>• Limit face to face meetings indoors and adhere to the identified capacity of meeting rooms, staff rooms and areas bases.</li> <li>• Working from home may still be applicable.</li> <li>• Contractors, parents and visitors to be kept to a minimum.</li> <li>• Staff have clear advice on dealing with enquiries from the public.</li> <li>• Provide all necessary support to those requiring it to follow these measures e.g. for those with visual impairment or limited mobility.</li> <li>• Staff and pupil movement between establishments including peripatetic / supply staff should be kept to a minimum.</li> <li>• The first aid box should have supplies such as PPE to allow for enhanced protection where required.</li> </ul>		
<b>Additional Local Concerns</b> To be completed by assessor		<ul style="list-style-type: none"> <li>• Teaching Staff room is now located in a sectioned off area of the gym hall with seating 2m apart and access to hand sanitiser and cleaning materials</li> <li>• Support Staff have access to smaller staff room area and staggered break times are in operation</li> <li>• Office staff have responsibility for photocopying</li> <li>• SSAs have responsibility for laminating and all areas are divided up to ensure minimal use of equipment</li> <li>• PPE available across the school for any staff who require it</li> </ul>		

		<ul style="list-style-type: none"> <li>• One way system in operation throughout the school day</li> <li>• Disposable cups will be available, but staff are encouraged to bring their own cups, plates and utensils and to keep these to be used by only them.</li> <li>• First Aid Arrangements: Office staff/SSAs will use appropriate PPE and hygiene room to treat any first aid requirements.</li> <li>• Staff should enter through the main entrance in the morning, use their own pen to sign in and if there is already a member of staff entering the building keep 2m back until it is safe to come in and sign in.</li> <li>• Green room will be used as an isolation room should anyone become unwell during the day or start to display coronavirus symptoms.</li> <li>• One way drop off system, staggered start and end times and designated waiting area for parents/carers in operation</li> </ul>		
<b>Exposure to Covid-19 infection as a result of poor personal hygiene</b>	12 High	<ul style="list-style-type: none"> <li>• Ensure that all staff, pupils and visitors are aware of the high importance of frequent and thorough handwashing / sanitising.</li> <li>• Ensure that all staff and pupils frequently wash their hands with soap and water for 20 seconds and dry thoroughly.</li> <li>• Ensure that sufficient handwashing / sanitising facilities are available.</li> <li>• Ensure that all staff and pupils clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing.</li> <li>• Ensure that all staff and pupils use a tissue or elbow to cough or sneeze and use lidded bins for tissue waste cleaning hands afterwards.</li> <li>• Ensure that help is available for staff and pupils who may require assistance in accessing hygiene facilities.</li> <li>• Anti-viral sanitising wipes provided for regular personal use at computer keyboards, photocopiers and telephones.</li> <li>• Ensure that all staff and pupils are encouraged not to touch their face.</li> <li>• Ensure that help is available for children and young people who have trouble cleaning their hands independently.</li> <li>• Consider how to encourage young children to learn and practise these habits through games (no outward singing).</li> <li>• The majority of staff in education settings will not require PPE beyond what they would normally need when supporting children and young people in their care, even if they are not always able to maintain a distance of two metres from others. PPE will be provided but is only required in a very small number of cases including:</li> </ul>	4 Low	

		<ul style="list-style-type: none"> <li>✓ Where adults cannot maintain a two metre distance and are interacting face to face for 15 minutes or more</li> <li>✓ Work with children and young people whose care routinely already involves the use of PPE due to their intimate care needs</li> <li>✓ Where a child, young person or other learner becomes unwell with symptoms of coronavirus and a distance of 2 metres in the designated area prior to parent collection cannot be maintained or there is risk of splashing from a cough, spit or vomit.</li> <li>✓ Any other task that would routinely involve PPE e.g. providing first aid</li> </ul> <ul style="list-style-type: none"> <li>• Ensure government / public health advice is followed for any member of staff, pupil or visitor showing symptoms of infection.</li> <li>• Water dispensers can be used with care and those doing so should sanitise their hands before and after use. To reduce usage, staff and pupils should bring their own filled bottle each day which can be topped up during the day if required. Direct access by primary aged children should be avoided. Supervision may be necessary.</li> </ul>		
<b>Additional Local Concerns</b> To be completed by assessor		<ul style="list-style-type: none"> <li>• All employees are aware of, and have access to, the full range of Corporate guidance on managing risk associated with Covid-19 including Education Resources Safe System of Work – Covid-19 Working Safely in Educational Establishments and school specific guidance</li> <li>• All employees have been briefed on new working arrangements and understand the role they have to play.</li> <li>• All employees are aware of how to report concerns</li> <li>• Parents/carers have access to school recovery guidance and have been informed to use email or phone to make contact with the school in the first instance</li> <li>• All visitors including parents, contractors and suppliers are advised not to enter the premise unless previously agreed by the school management team, school office or janitor</li> <li>• Signage is used at front entrances and around the school to show relevant information and procedures</li> </ul>		

<p><b>Increased risk of exposure to Covid-19 as a result of poor environmental hygiene</b></p>	<p>12 High</p>	<ul style="list-style-type: none"> <li>▪ Prior to staff and pupils returning, a clean will take place in all areas including the use of electrostatic spraying.</li> <li>▪ An enhanced cleaning regime will be in place including an increased focus on high intensity touchpoints such as door furniture (push plates, handles), wall furniture (light switches, sockets) and sanitary ware to ensure those spaces are sanitised more regularly.</li> <li>▪ All areas will be electrostatically sprayed weekly with a protective covering.</li> <li>▪ A Start Back kit will be provided to all establishments including disposable gloves, tissues, towel and soap dispensers, viral wipes and aprons.</li> <li>▪ Introduce a clear desk policy and remove unnecessary items from classrooms and work areas to ensure all areas are more easily cleaned</li> <li>▪ Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts).</li> <li>▪ Limit the use of shared resources, including those usually taken home. Keep bags off desks and worktops. Any shared materials and surfaces should be cleaned more frequently.</li> <li>▪ Anti-viral sanitising wipes will be provided for regular use at computer keyboards, photocopiers and telephones.</li> <li>▪ Lidded bins for tissues are emptied throughout the day.</li> <li>▪ Where safe to do so it is good practice to keep windows and doors open to increase natural ventilation and reduce contact with door handles. Internal fire doors should never be held open (unless assessed and provided with appropriate hold open and self-closing mechanisms which respond to the actuation of the fire alarm system).</li> <li>▪ Although Health Protection Scotland regard this as a non-airborne virus we have taken the following industry guidance from REHVA (European Collaboration Network): <ul style="list-style-type: none"> <li>○ Ventilation Systems bring air into and extract air out of buildings and therefore should remain active – these have been switched on 24/7.</li> <li>○ Where air conditioning units cannot be fully fresh air intake these will be switched off.</li> <li>○ The opening windows or doors in these areas (except fire doors) should be used to regulate heat alongside the ventilation system.</li> </ul> </li> </ul>	<p>4 Low</p>	
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<b>Additional Local Concerns</b> To be completed by assessor		<ul style="list-style-type: none"> <li>• Staff to use school checklist daily to ensure correct procedures in place</li> <li>• Staff to notify office staff or janitor if low on cleaning or hygiene materials</li> <li>• Janitor will ensure that necessary stocks are kept high of cleaning materials, hand washing materials and any other materials and put orders in when stocks deplete</li> <li>•</li> </ul>		
<b>Increased risk of exposure to Covid-19 and its effects as a result of poor communication</b>	12 High	<ul style="list-style-type: none"> <li>• All staff are aware of, and have access to, the full range of Corporate guidance on managing risks associated with Covid-19 including Education Resources Safe System of Work – Covid-19 Working Safely in Educational Establishments.</li> <li>• All staff have been briefed on new working arrangements and understand the role they have to play.</li> <li>• All staff have the opportunity to discuss new working arrangements on an ongoing basis and are aware of how to report concerns.</li> <li>• Zero tolerance of symptoms should be in place and staff will follow strict compliance with current Government guidance in relation to Test and Protect and restrictions on movement.</li> <li>• Staff understand Covid-19 infection symptoms and what to look out for.</li> <li>• All visitors including parents, contractors and suppliers are advised not to enter the premise unless previous agreed by the management team.</li> <li>• Contractors and suppliers are aware of local protocols for entering the premises and safe use of facilities such as toilets.</li> <li>• The establishment provides regular, timely and clear communication about the approach they are taking to recovery</li> </ul>	4 Low	

		<ul style="list-style-type: none"> <li>• All children and young people and parents are aware of the new arrangements and controls within and their responsibility in taking these forward.</li> <li>• Consider parental surveys/communications to encourage walking, cycling, scootering, park and stride and remind parents of responsible parking, drop off and pick up.</li> <li>• The establishment has arrangements for good quality dialogue with pupils about the new measures and any changes.</li> <li>• The establishment will ensure its approach co-ordinates with wider easing arrangements nationally and locally to help promote a coherent feel to provision of services and will consider designating a member of management staff to act as a 'Covid Officer' to help take this forward. Regular meetings required to ensure risk mitigation actions remain in place and resolve any issues arising.</li> <li>• The establishment will inform all staff and follow all instructions in relation to the following national programmes available to all establishments within South Lanarkshire : <ul style="list-style-type: none"> <li>✓ Test and Protect programme</li> <li>✓ Fast access to Covid-19 testing for staff and pupils</li> <li>✓ Enhanced surveillance programme for schools and nurseries</li> </ul> </li> </ul>		
<b>Additional Local Concerns</b> To be completed by assessor		<ul style="list-style-type: none"> <li>• School specific guidance available to download from school website</li> <li>• Ongoing communication with staff and parents on control measures in place</li> <li>• Joint working with school next door to streamline drop off and pick up of children</li> </ul>		
<b>Increased risks due to long term closure of the building</b>	12 High	<ul style="list-style-type: none"> <li>• Property inspection arrangements will continue prior to schools and nurseries returning in August including required checks such as water, utilities, lifting equipment and fire controls.</li> </ul>	4 Low	
<b>Additional Local Concerns</b> To be completed by assessor				



<b>Additional Risk Areas</b>	12 High	<ul style="list-style-type: none"> <li>• Consider Personal Risk Assessments for those employees deemed clinically vulnerable by NHS.</li> <li>• Review existing Fire Evacuation Plans including PEEPs</li> <li>• Review existing risk assessments and safe systems of work for practical subject areas in secondary taking account of the controls above.</li> <li>• Review existing Health Care Plans, risk assessments and Behaviour Assessment and Support Plans (BASPSs) for children with more complex needs taking account of the controls above.</li> <li>• Ensure that staff are fully aware of the wellbeing supports available to them including those via South Lanarkshire Council's Employee Assistance Scheme,.</li> <li>• Consider new guidance on supporting the mental health and wellbeing of children and young people.</li> <li>• Staff should also review all Wellbeing curricular supports available to them including Scottish Government and Education Scotland Guidance and SLC related resources including Promoting Positive Relationships and Understanding Distressed Behaviour, Attachment Theory and Practice, Education Operating Procedure A30 - Supporting those involved in Violent Incidents and Autistic Spectrum Disorder (ASD Consultation).</li> <li>• For all nurseries, the Head is required to complete a "Changes to Service Delivery due to Coronavirus (COVID-19)" notification to the Care Inspectorate by using the eforms. This will allow for your nursery to re-open and re-activate your registration.</li> </ul>	4 Low	
<b>Additional Local Concerns</b> To be completed by assessor		<ul style="list-style-type: none"> <li>• Staff briefed on existing fire procedures and emergency evacuation and will ensure a physical distance between themselves and pupils at the muster point and if not possible will wear a face covering</li> <li>• ASN Coordinator will work with families and staff of children with ASN and further support provided where required</li> <li>• Ongoing review of procedures and updated as and when required</li> </ul>		

Supplementary recording sheet used? Yes ☐ No ☒ Number of sheets used: \_\_\_\_\_

***Note on Manager Actions:***

Heads and Managers should use this assessment to cover general and local matters specific to their establishment. This local information can be added above to create an overall action plan to help ensure everyone understands what is required of them and how they can best protect themselves and others.

**You should review this document in partnership with staff and their representatives, adapt as necessary for your establishment, sign off and share with all persons involved. It is good practice to review these arrangements on an ongoing and regular basis with your team.**

<b>Specific Additional Guidance/Notes:</b> <ul style="list-style-type: none"> <li>Ed Res Covid_19 Pupils Returning Safe System of Work</li> <li>Current public health approach on clinical vulnerabilities</li> <li>Government direction and guidance on required action available from <a href="http://www.gov.scot/coronavirus-covid-19/">www.gov.scot/coronavirus-covid-19/</a></li> </ul>			
Further Actions/Recommendations		Timescales	Responsible Person
<b>Standard Actions</b>			
Provision of Information, Instruction and Training			
Passing on the details to others within SLC, partners or contractors			
Preparation of Safety System of Work			
Commissioning other specialist risk assessments (please list relevant ones)	1)		
	2)		
	3)		

<b>Risk Matrix.</b> Use the matrix below to give a general evaluation of risk, based on the <u>most likely</u> outcome.					
<b>Almost Certain</b> (90% - 100%)	5	10	15	20	25
<b>Likely, only to be expected</b> (65 - 88%)	4	8	12	16	20
<b>Probable, not surprising</b> (40 - 64%)	3	6	9	12	15
<b>Unlikely</b> (10 - 39%)	2	4	6	8	10
<b>Rare</b> (0 - 9%)	1	2	3	4	5 **
<div style="text-align: center;">Likelihood</div> <hr/> <div style="text-align: right;">Consequence</div>	<b>Insignificant</b> (scratch, minor cut/bruise)	<b>Minor</b> (Lacerations/sprain strains, mild health effects)	<b>Moderate</b> (Minor bone break, temporary minor illness/eye injury)	<b>Major</b> (break of major bone, loss of digit, minor illness, electric shock, loss of limb/eye serious illness)	<b>Catastrophic</b> (Fatality)

Low		Medium		High		Very High	
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\*\* If a fatality is being considered as the principal potential outcome, discussion should take place with the H&S team

<b>Risk Assessor(s):</b> Siobhan Mooty	<b>Manager Name:</b> Lynn Sherry	<b>Date:</b> August 2020
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Reviewer: Ian MacDonald		Establishment: St Louise Primary		
Signature(s)		Date:	 Signed:	
				