**Whole School Risk Assessment 2020-2021**

This risk assessment has been created to support a safe return to school for all children and staff. We have ensured that we have put in place procedures and policies that will help reduce the risk of the virus. All the risk ratings, with regards to COVID-19, are in line with government guidance and regulations. There has been a buildings risk assessment completed by Health and Safety and this has been fed into this risk assessment. The risk assessment is specific to Menstrie Primary. The risk assessment is **everyone’s responsibility** and if you have any concerns about the safety measures not being met then please speak to the document owner as soon as possible. This risk assessment will be reviewed and changed as government guidelines change and these changes will be shared with you as and when they happen. There will be individual risk assessments for pupils and staff which will be shared with the relevant people. There will be a separate procedure for First Aid which will be shared with all staff. A handwashing and personal hygiene protocol will be developed that will be included in this risk assessment document. Please share with your pupils in your class and stress the importance of ensuring good hand hygiene.

You must read and sign the risk assessment prior to the new term starting. This is you agreeing to adhere to all measures put in place. Please ensure you check the risk assessment regularly to ensure that you are meeting all safety measures in place. There will be an online copy which will be updated, these changes will be made in a different colour.

Thanks,

Lisa

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Risk Assessment | **Whole School Risk Assessment 2020/2021** | | |  |
| Assessment Ref |  | Department | Menstrie Primary School |
| Assessment Date | August 20 | Revision Date | Three weekly reviews |
| Document Owner | Lisa Campbell | Signature | L.Campbell |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DESCRIPTION OF TASK** | **IDENTIFICATION OF HAZARDS** | **PEOPLE EXPOSED (No)** | | | **RISK RATING (LxS=R)** | **EXISTING SAFETY MEASURES** | **ADDITIONAL CONTROL MEASURES** | **RESIDUAL RISK RATING** |
| **Employee** | **contractors** | **others** |
| Entering and leaving the school building via the main entrance | Transmission of COVID-19  Congestion in the main foyer  Trips and falls | 35 | Varies daily | 350 | 5 x 4= High | * Ensure that anti-bacterial hand gel is available when entering the school building * Minimum touching of hard surfaces * Door handles are cleaned with anti-bacterial wipes * Ensure social distancing of 2 meters * Visuals displayed as a reminder of social distances and hygiene procedures * Check for symptoms poster displayed * One person in the foyer at a time * Foyer is cleaned each night * Foyer is clear to prevent trips and falls |  | 5x 3= 15  Medium |
| Signing in and out | Transmission of COVID-19 | 35 | Varies daily | 350 | 5x 3 = 15  Medium | * Staff must sign in the signing in book * Staff use own pen when signing in * Staff identify which area of the building they intend to be- upper/middle/ lower area and try to stick to this area as much as possible * If staff do not have a pen, member of SMT or admin will sign them in * Visitors must wear a visitor badge. (clipped badges instead of Lanyards) * Badges will be cleaned after each use * Visitors must have ID with them * Administrator will sign in visitors if they do not have their pen * Visitors must complete track and test form before entering the building. (QR code) | * Risk assessment will be shared for signing at in-service | 5 x 1 = 5  Low |
| Entering and leaving the school building via pupil entrances including fire doors | Transmission of COVID-19 | 35 |  | 350 | 5x 3 = 15  Medium | * Children will enter and exit the school building via the classroom/teaching area fire exits (apart from P1) * P1 will enter the building via the infant entrance * Children will either wash or sanitize their hands on entering the classroom. * Staggered start to the day:   + P2: 8:50am start   + P3-P7: 9:00   + P1- 9:15, week 2- 8:50am   + No bell * Staggered end to the day   + P1-P2: 2:45pm end   + P3-P7: 3:00pm end   + No Bell |  | 5 x 1 = 5  Low |
| Classroom/ open areas | Transmission of COVID-19 | 35 | Varies daily | 350 | 5x 4= 20  High | * Staff have ensured all personal belongings are removed from the classroom * Additional furniture has been removed and stored elsewhere * All surfaces have been cleared to enable deep cleaning * Soft furnishings have been removed from the classroom * Surfaces are wiped down regularly throughout the day * Windows opened to enable ventilation- only adults to open windows * Visuals displayed of reminders of handwashing * Desks should be clear at the end of each day to enable cleaning to take place * Alcohol wipes will be available to wipe down any IT equipment. * Any play equipment should not be shared between classes and cleaned at the end of each day. * Hand should be sanitized when entering and exciting a classroom. * If a teacher requires support, red card procedure will be in place. |  | 5 x 2= 10  Medium |
| Moving around the classroom | Tripping over bags, clothes, chairs  Transmission of COVID-19 | 35 |  | 350 | 5 x4 = 20 High | * School bags hung up outside on pegs or under desk * Children and staff should always walk. * Teachers to maintain 2m social distancing * If teacher is working closely with pupils for longer than 15 minutes, a face covering should be worn. * P3-P7 tables should be facing the front to reduce face to face contact with other children. |  | 5 x 2= 10  Medium |
| Use of equipment | Transmission of COVID-19  Cuts to fingers etc | 35 |  | 350 | 5 x 4 = 20  High | * Pupils will be provided with their own equipment * No stationary should be brought from home * Water bottles must be labelled and kept on child’s desk * Any additional equipment must be wiped down after use * Reminders to pupils regarding no sharing of equipment * Reminders of safe use of equipment |  | 5 x 2 = 8  Medium |
| Use of electrical equipment | Electrocution  Burns  Trips and falls | 35 |  | 350 | 5 x 3= 15  Medium | * Only use products which have been tested by Clackmannanshire council * Pupils should not be plugging in equipment * Staff should check plugs regularly for loose cables etc * A designated member of staff in each area to check charging of laptops and iPads |  | 5 x 1= 5  Low |
| Outdoor Learning | Transmission of COVID-19  Slips, trips and falls | 35 |  | 350 | 5 x 3= 15  Medium | * Staff to follow new outdoor learning procedures * Hands to be sanitised/washed before and after outdoor learning * Pupils wear suitable clothing for outdoor learning * Social distancing measures should be adhered to by adults * If a child falls, they should report to a first aider for treatment * If the child is unable to go to receive first aid independently, one child should be sent to get a First Aider * If the first aider is in class, SMT are notified to cover their class |  | 5 x 1= 5  Low |
| PE | Transmission of COVID-19  Slips, trips and falls | 35 |  | 350 | 5 x 3= 15  Medium | * PE to be outdoors * PE teacher to follow guidance given by PE management team * Social distancing must be adhered to by adults. * Hands to be washed/sanitised before and after PE * If a child falls, they should report to a first aider for treatment * If the child is unable to go to receive first aid independently, one child should be sent to get a First Aider * If the first aider is in class, SMT are notified to cover their class |  | 5 x 1 = 5  Low |
| Registering pupils and completing lunches  Communication with Office | Transmission of COVID-19  Congestion at the office | 35 |  | 350 | 5 x 3=15 Medium | * Registers will be completed on SEEMIS * Lunches will be completed on Parentpay * Where possible any communication for the office to be emailed * If a parent writes a letter, teacher to keep letter and if requires notifies office the information from letter (appointment) via email * If a pupil is sent to the office the must knock and wait for response * No more than two people in the office at the one time |  | 5 x 1= 5  Low |
| Communication with staff | Transmission of COVID-19 | 35 |  | 350 | 5 x 3= 15 Medium | * Where possible communication will be done via email- please ensure you check your email daily * Staff meetings/ CAT sessions will be completed virtually or if in school social distance must be adhered to (gym hall or nursery) * Surfaces cleaned after use. |  | 5 x 1= 5  Low |
| Supporting pupils with ASN | Transmission of COVID-19 | 35 |  | 350 |  | * Individual plans in place to support pupils with ASN |  | Risk Rating will be specific to the child |
| Pupil using the Toilets | Transmission of COVID-19 | 35 |  | 350 | 5 x 4= 20 High | * One pupil from each class in the toilet at one time * Handwashing signs displayed at each sink area * If a child has had an accident, usual changing procedures will be in place. |  | 5 x 2= 8  Medium |
| Handwashing/ Sanitizing of hands | Transmission of COVID-19 | 35 |  | 350 | 5 x 4= 20  High | * Handwashing visuals displayed * Handwashing protocol shared with staff * Hands to be washed/sanitised before and after breaks * Hands to be washed/sanitised before and after leaving the classroom (e.g. outdoor learning) * Hands to be washed/sanitised when entering the school and at the end of the day |  | 5 x 2 = 8  Medium |
| Using the staff toilet | Transmission of COVID-19 | 35 | Varies daily | 350 | 5 x 4= 20  High | * One person in the toilets at a time * Dispose of paper towels in the bin * Janitor to ensure there is a supply of paper towels * Daily cleaning of all toilets |  | 5 x 2 = 8  Medium |
| Walking around the school | Transmission of COVID-19 | 35 | Varies daily | 350 | 5 x 3= 15 Medium | * Adults to adhere to social distancing rules, people may pass with the 2m limit e.g. passing in the corridor * Stick to the left-hand side * Visuals will be displayed to remind everyone or procedures in place |  | 5 x 1 = 5  Low |
| Using equipment in the staffroom (kettle, microwave) | Transmission of COVID-19 | 35 | Varies daily | 350 | 5 x 4= 20  High | * Anti-Bacterial wipes available to clean kettle handles * Anti-Bacterial hand gel available * Only use own utensils, cups, plates etc and taken home to be washed. * Wash hands before and after eating. |  | 5 x 1 = 5  Low |
| Staffroom | Transmission of COVID-19 | 35 | Varies daily | 350 | 5 x 4 = 20  High | * Adhere to social distancing measures * Surfaces wiped down after each use * Allocation of seat in the staff room * One person at a time in the kitchen area * P5-P7 staff use the old nursery * P1-P4 staff use the staffroom |  | 5 x 2 = 10  Medium |
| Administration of first aid | Transmission of COVID-19  Bodily fluids being touched | 35 | Varies daily | 350 | 5 x 4 = 20  High | * First aiders administer First Aid * Social distancing will not be possible when administrating First Aid * PPE will be available and should be worn (gloves, aprons, face masks) * All first aid recorded * If a pupil bumps their head, a letter is sent home. (Phone call home for P1 pupils) | See separate First Aid Procedure document | 5 x 2 = 10  Medium |
| Pupils/ Staff displaying symptoms of COVID-19 | Transmission of COVID-19 | 35 | Varies daily | 350 | 5 x 4 = 20  High | * If a pupil displays any symptoms, they will go to the isolation room. * Parents will be contacted to come and collect pupils * Pupil will self-isolate for 14 days or until test results come back. * If test result is negative pupil can return to school * A deep clean of the classroom will take place. * If a test is positive then the class will have to be tested * If a staff member displays symptoms prior to being in the school building, they MUST not come to school. * Staff member to be tested and self-isolate in line with government guidelines. * If test is negative, staff member can return to school. * If test is positive, staff member will self-isolate for 14days and return to school once clear of symptoms. * If staff member displays symptoms at school, they must inform a member of SMT immediately. * Staff member will be sent home and follow above procedures. * Parents will be notified that teacher has displayed symptoms. * Tracking procedures are in place to notify any visitors. |  | 5 x 3= 15  Medium |
| Eating lunch | Transmission of COVID-19  Allergic reaction to foods | 35 | Varies daily | 350 | 5 x 4= 20  High | * Lunches will be eaten in the classroom * School lunches will be grab bag lunches * Packed Lunches from home must not contain any nut product. * Rubbish from packed lunches to be kept in lunch box and taken home. This is to prevent movement in the classroom during lunchtime * Pupils store their own packed lunch under their desk. * Any spillages will be cleaned up by a member of staff * Staff supervising lunches will clean tables * All staff informed of pupils with allergies * All staff trained in use of epi-pen and emerade pen * Care plans in each classroom and school offices * Class teacher is responsible for ensuring allergy information is shared to specialist, non-class contact teachers. * SMT responsible for ensuring allergy information is shared with supply teachers. * Updated allergy forms completed by parents * Lunches will be staggered * Lunches will be supervised by SMT and LAs * Home Lunches will be discouraged |  | 5 x 3 = 12  Medium |
| Playing in the playground | Transmission of COVID-19  Slips, trips, falls  Ice in the playground- fall | 35 | Varies daily | 350 | 5 x 3= Medium | * Social distancing measure in place for adults * LA and SMT will supervise in the playground. (LAs may be allocated specific children) * Breaks will be staggered * Children will play in their class bubbles * Snacks eaten in the playground- no NUT products * All rubbish put in the bin allocated in the playground * Hands sanitised when entering the school building * Class teacher to escort pupils to the playground via the fire exit in their class. * If a child falls, they must be taken to a member of staff who will take them inside if required first aid. * Salt applied to the playground when necessary * P7 monitor will open the playground access door when required and politely remind the pupil who is entering about the need to use hand gel. |  | 5x 1 = 5  Low |
| Parents in the playground before and after school | Transmission of COVID-19  Overcrowding in the playground | 35 | Varies daily | 350 | 5 x 4 = 20  High | * Only P1 and P2 parents allowed in the playground * Children with ASN will be allowed in the playground with their parent * P3 children will be collected from the field area * All other children will arrange a pick up point with their parent * Identified staff will welcome children in the playground and direct them to their entrance |  | 5 x 1 = 5  Low |
| Pedestrians entering or leaving school through the car park | Pedestrian being knocked down  Slip, trips, falls | 35 | Varies daily | 350 | 5 x 4 = 20  High | * Staff only to park in car park * Pedestrians must use the footpaths into the school * Salt will be applied if required |  | 5 x 1= 5  Low |
| Fire Alarm | Transmission of COVID-19  Fire which could cause injury  Unsafe building | 35 | Varies daily | 350 | 5 x 2= 10  Medium | * Adhere to social distancing measures * When the fire alarm sounds, everyone will evacuate the building adhering to social distancing where possible. Staff are allowed to assist pupils at this time if required. * New fire procedure and evacuation planned shared with staff | See new fire procedure plan | 5 x 1= 5  Low |

|  |
| --- |
| **Likelihood (Probability)** |
| 5. Almost certain |
| 4. Probable |
| 3. Possible |
| 2. Possible (under unfortunate circumstances) |
| 1. Rare |
|  |
| **Severity (Consequences)** |
| 5. Fatality |
| 4. Major injury, resulting in permanent damage |
| 3. Injury require doctor or hospital attendance |
| 2. Minor injury, first aid required |
| 1. No injury, damage |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **5 X 5 Risk Matrix** | | | | | | **Risk Rating** |
| **Likelihood** | **5** | **5** | **10** | **15** | **20** | **25** |  |
| **4** | **4** | **8** | **12** | **16** | **20** | **High** |
| **3** | **3** | **6** | **9** | **12** | **15** | **Medium** |
| **2** | **2** | **4** | **6** | **8** | **10** | **Low** |
| **1** | **1** | **2** | **3** | **4** | **5** |  |
|  | **1** | **2** | **3** | **4** | **5** |  |
|  | **Severity** | | | | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Required** | **Person Responsible** | **Timescale** | **Completed** |
|  |  |  |  |
| Risk assessment to be printed and made available at main entrance. | Lisa |  |  |
| Risk assessment to be shared with all staff entering the building | All staff  Tracey for visitors |  |  |
| All staff to follow risk assessment guidelines in place | All Staff |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ASSESSMENT ISSUED TO** | | **POSITION** | **SIGNATURE** | **DATE** |  | **ASSESSMENT ISSUED TO** | **POSITION** | **SIGNATURE** | **DATE** |
|  | |  |  |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |  |  |
|  | This assessment will be issued to **all persons responsible** for implementing control measures. It will also be made available to all persons who may be affected by the hazards identified, and will be reviewed:  Ø Following a significant change in working practice or staff  Ø Following an accident  Ø Following the introduction of new equipment or legislation  Ø Periodically | | | | | | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ASSESSMENT ISSUED TO** | **POSITION** | **SIGNATURE** | **DATE** |  | **ASSESSMENT ISSUED TO** | **POSITION** | **SIGNATURE** | **DATE** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |