

Dumfries & Galloway Council



PHASE 2 - RISK ASSESSMENT FORM (Return to: Health&Safety@dumgal.gov.uk)

RA REF NO:	COVID 19 002	TITLE OF TASK ASSESSED:	Reopening of school – Dalbeattie Learning Campus	DIRECTORATE:	Education
SERVICE:	Education	STAFF GROUP:	All staff within Dalbeattie Learning Campus	DATE:	23.6.20

WHO IS AT RISK		SPECIFIC INFORMATION	LOCATION(S)	
Staff	<input checked="" type="checkbox"/>	Reopening of school and management of infection risk of Covid 19. The suggested control measures in this document are ideal measures but have to be considered and practicable for each site that the risk assessment is conducted on. This generic assessment must be reviewed and adapted by each head of establishment/lead officer/line manager.	Council Property	<input checked="" type="checkbox"/>
Service Users	<input checked="" type="checkbox"/>		3 RD Party Premises	<input type="checkbox"/>
Contractors	<input checked="" type="checkbox"/>	This risk assessment has been shared with all DLC staff, reviewed and amended in line with comments and feedback to meet Health and safety needs of all in the building	Other Location	<input type="checkbox"/>
Members of Public	<input type="checkbox"/>			
New & Expectant Mothers	<input type="checkbox"/>			
Young Persons	<input checked="" type="checkbox"/>			

HAZARDS	I.e. what has the potential to do harm in terms of Location, Equipment, Activity, Person and Substance.	Risk Rating
GENERAL CONTROL MEASURES	What have you in place to avoid, reduce and manage risks) (Consider the RA control hierarchy – Eliminate, Reduce, Isolate, Control and then PPE. Always consider need for Provision of Information, Training, and Instruction & Supervision. You can also refer out to any existing Safe Working Procedures.	Likelihood L Consequence C

HAZARDS	GENERAL CONTROL MEASURES	Risk Rating*			Is Action req'd? AP No.
		L 1-5	C 1-5	Overall 1-25	
Commuting to and from site Restrictions on maintaining 2 metre recommended social distancing and increased risk of infection as a result	<ul style="list-style-type: none"> Wherever possible the use of walking or cycling to work should be the first option Wherever possible private transport should be used to maintain isolation from the public when commuting to the school. If there is a requirement to car share social distancing should be adhered to. If public transport cannot be avoided, the employee should be encouraged to follow current government advice in respect of "face coverings". On arrival at the site, employees should thoroughly wash their hands for at least for 20 seconds or use hand sanitiser gel immediately on entry to the workplace. When using council onsite parking, where available, staff should be reminded of social distancing requirements through use of onsite notices or posters. 	2	3	6	

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		L 1-5	C 1-5	Overall 1-25	
Pupil transport	<ul style="list-style-type: none"> In the first instance walking or cycling to and from school while adhering to social distancing where possible. Parents should not use onsite car parking facilities. (Nursery parents will young children in prams etc may still access drop off areas.) On dedicated school transport, secondary pupils are encouraged to wear face coverings (unless exempt).When using service buses pupils must adhere to GVT guidelines around social distancing and face coverings. If public transport cannot be avoided, the employee should be encouraged to follow current government advice in respect of "face coverings" 	2	3	6	
Return to school Risk to personal health, reduced social distancing potential risk to pandemic controls	<ul style="list-style-type: none"> Any person showing symptoms of Covid-19 or sharing a house with someone with Covid-19 should remain at home as per the government's guidance. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection Staff and pupils with Covid 19 symptoms must isolate and be referred for testing immediately. A designated first aid room(small office next to reception) or isolation room with ventilation should be available for persons to isolate until they are off the school site Where a person who is symptomatic need to be supervised until off school site, appropriate PPE must be worn as per latest government guidelines/Member of SMT for primary or secondary should be contacted at this point. Staff will be provided with clear procedure on the management of COVID-19 in their school Staff and pupils will be briefed about specific school arrangements. 	2	2	4	

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<p>General classroom attributes.</p> <p>Social distancing of pupils may be difficult depending on travel between classrooms and classroom layout.</p>	<ul style="list-style-type: none"> • Face to face meetings of groups of adults should be avoided where social distancing can't take place, employees should make use of conference calls, virtual meeting etc. • Where practicable, minimising the mixing of groups within the school environment. This will assist with track and trace requirements in the event of a case of Covid 19. • Seating positions being reorganised so that pupils are distanced apart where possible • Increased use of outdoor spaces where available and adhering to social distancing guidelines • Parents not permitted to access school ground. Parents of P1-P3 pupils will be granted access for drop off and pick up for safety of younger pupils and are required to wear face covering as per government guidance 30.10.20 unless exempt. • Parents will not be permitted to access school building without appointment. • Breaks being staggered by class/groups in primary to avoid pupils from different classes coming into contact where possible (particularly when indoors and some more enclosed outdoor spaces). • Regular hand hygiene to be practiced. • Information will be shared with pupils about direction of travel in specific areas of the school via Sway at start of academic session. • When travelling between classes, secondary pupils and staff are encouraged to wear a face covering (unless exempt). • Ventilation will be maintained throughout the school over the winter period. Staff and pupils advised to wear layers of clothing and furniture can be rearranged to avoid sitting in drafts. 	3	2	6	
<p>School access – egress</p> <p>Peak periods, increased risk of social distancing failures, symptomatic employees or pupils</p>	<ul style="list-style-type: none"> • To reduce the risk of congestion at historically peak times of access and egress where possible there should be staggered arrival and departure times to minimise pupils and parents arriving at one time. • Where pupils or staff leave the school during lunchtime GVT guidelines must be followed for social distancing and face coverings. Hands must be washed on return to the building. • Head teachers to comply with procedure outlined within the building RISK assessment completed by Property Services regarding staff & pupil flow. • Access to schools to be strictly managed. Staff & pupils to adhere to the self-check for COVID-19 guidelines as well as washing hands or hand sanitisation on arrival. • Regular hand hygiene to be practiced. • Consider how pupils get into the school to avoid bottlenecks and areas of congestion. • Use classroom entrances if available or alternative routes into school. • Line ups should be avoided. Pupils on arrival on the school ground should make their way to the classroom at the allotted time. When line ups are required, these will be socially distanced in appropriate locations where required (primary). • Secondary pupils and staff are encouraged to wear a face covering (unless exempt) in communal 	3	2	6	

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	<p>areas and when entering or leaving the building.</p> <ul style="list-style-type: none"> • Face coverings should be worn by adults when not working directly with children, for example when moving around the campus or when in staff rooms, administrative areas, corridors or canteens across the campus. 				
<p>School/classroom capacity</p> <p>High density room occupation increased risk of contraction of Covid-19</p>	<ul style="list-style-type: none"> • Hot desking or sharing of equipment to be avoided or sanitised pre and post use. • All pupils should ideally come prepared with their own equipment. • Teachers to avoid talking to pupils at their desks, maintain 2m distance if possible. Where required PPE can be worn. • Staff/pupils instructed not to stop on stairwells and corridors to talk to others. • Meeting rooms to be assessed, and two-metre social distancing points to be defined with appropriate signage, excess chairs to be removed. • In the first instance staff should take breaks within their classroom environment. Where not practicable staff areas to be used minimally and in compliance with social distancing. • In areas where social distancing is not possible such as storerooms/photocopy rooms these should be restricted to single-use. 	3	2	6	
<p>School culture</p> <p>Breakdown in procedures, employee/pupil weariness, reduced risk perception leading to shortcuts</p>	<ul style="list-style-type: none"> • Signage throughout the school to re-enforce the need for social and hygienic controls in respect of Covid-19. • Two-metre social distancing markers at key points within the school • Regular communication to discuss what is going well, concerns, suggestions, risk assessment, Health and Safety rep to be present. • Pro-active monitoring that all the school controls and social distancing measures are being adhered to by staff • Reporting of any breaches to management for investigation · Head Teacher will allocate a suitable member of staff to ensure compliance with control measures • · All food located in the fridge to be labelled · • No children to be sent to the school office, class teachers to use phones · Wipes to be located next to urn/kettles to enable tap to be wiped before and after use – signage in place to reinforce · • No communal food, i.e. sweets, biscuits, coffee, milk etc allowed in classrooms and staff bases. · • Face coverings should be worn by adults where they cannot keep two metres from other adults and / or children and young people across primary and secondary (but with ELC models permitted for early stage, P1-2, as before). · • At all Levels face coverings should be used by adults when not working directly with children, for example when moving around settings or when in staff rooms, administrative areas or canteens across all school settings. 	4	2	8	No
Desks/tables and work stations	<ul style="list-style-type: none"> • To reduce the risk of contamination in the classroom at the start and of each period or working day the workstation is to be wiped down with disinfectant wipes, to be disposed of in the bin. • All desk hard surface areas to be cleaned by the employee and pupils. This to include, desk, 	2	2	4	

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Surface contamination transfer of Covid-19 virus	<ul style="list-style-type: none"> chair arms, keyboard, mouse and any other items regularly touched or handled. Telephones and headsets if used to be sanitised at start and end of the day with appropriate sanitizer. Workstations/desks to be clearly marked with 2m distance and staff/pupils should not stand and talk within that space. 				
High contact areas Surface transfer throughout the office, door entry and egress, tea & coffee points, rest area, staff rooms	<ul style="list-style-type: none"> Where practicable avoid the use of hand contact for opening or closing of doors. Where not practicable hand sanitisation station to be placed in proximity. High touch point areas to be cleaned regularly Do not use drinking fountains.(Additional cleaning was agreed in phase 1 walk round. Fountains can be used to fill bottles). Regular hand hygiene to be practiced. For multiple occupancy rooms, instigate regular cleaning of all high contact points with a suitable disinfectant. For single occupancy areas a reactive cleaning regime should be implemented. Clearly identify where cleaning responsibilities lie. 	3	2	6	
Cleaning – infection control Risk of contamination of surfaces in high use areas and across the office	<ul style="list-style-type: none"> To reduce the risk of infection, an enhanced cleaning schedule of contact points, rest areas, and toilets needs to be implemented, as per facilities management specification. Where practicable, consideration should be given to having available a day cleaner or persons allocated to cleaning within each school to ensure all high use areas are thoroughly cleaned on a scheduled basis. Staff/pupils to follow hand sanitisation process regularly, ideally on entry to any classroom with a sink, alternatively washroom facilities in compliance with social distancing 	2	2	4	
Rest area/staff rooms High use area – higher risk of social distancing breaches and contaminated surfaces Food and beverages hygiene Risk of cross infection from contaminated food items in fridge or	<ul style="list-style-type: none"> In the first instance staff should take breaks based within classroom environment or outdoors Staff should maintain 2m social distancing when using the staffroom. Where appropriate access and egress route into and out of rest area should be defined with two-metre social distancing markers along route. Suitable disinfectant/cleaning materials (wipes are available) to be available in the area to wipe down surfaces and equipment that has been used. If tables and chairs within the area are used these should be wiped down before and after use with the provided disinfectant wipes. 2m social distancing should be adhered to in kitchen areas. Area to be cleaned by user pre and post use. Kitchen equipment should thoroughly cleansed after use(microwaves, kettles etc) Staff should bring items ready for consumption and use their own cutlery. 	2	2	4	

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store cupboards	<ul style="list-style-type: none"> Staff where possible should bring their lunch into the school in clean plastic containers that can be removed at the end of the day. Only essential items to be stored in any fridge. All items in containers to be wiped down with disinfectant before the item is stored in the fridge or after use and replaced in the fridge. Limit food storage in fridge to lunches brought from home and milk. Shared tea/coffee can be used at staffs own discretion. Staff should wash hands after replacing items in the fridge; this will ensure they have no contamination from the items if previous controls mechanisms have broken down. Staff to use own common sense approach to storing food products in fridge. Shared food or communal food is not permitted. 				
Dining areas	<ul style="list-style-type: none"> A system of sittings utilised to stagger lunch breaks (Primary). Staggered breaks and lunchtimes (Secondary). Hand hygiene to be encourage pre and post dining 	2	2	4	
Toilets and showers Risk of infection from contaminated surface, reduced social distancing	<ul style="list-style-type: none"> Instructions for all to wash hands after use of facilities and wipe down surfaces. Two-metre physical distancing markers should be used where applicable. Hygiene signage to be placed within toilet areas. 	2	2	4	
Building and office vestibules and reception areas Risk of symptomatic cross contamination from hard surfaces	<ul style="list-style-type: none"> Regular cleaning of areas and hard surfaces with suitable disinfectant to be undertaken. Regular hand hygiene to be practiced. Social distancing signage to be in place. Covid-19 isolation signage to be in place at entrances to building and office areas. Where reception desks are present screens or windows to be utilised 	2	2	4	
First aid Risk of cross infection	<ul style="list-style-type: none"> In the first instance any person delivering first aid must comply with the latest first aid guidelines First aiders should be provided with the following PPE in case they have to administer first aid, apron, goggles, fluid resistant surgical face mask, nitrile gloves, the injured person should also be provided with a face mask. If CPR is required, the person's mouth must be covered before CPR, Hands-Only CPR is to be performed whilst waiting on emergency services. First aiders to remove PPE and wash hands as set out in PPE guidance and dispose of in a 	3	2	6	

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	sealed double bag or as clinical waste if necessary. <ul style="list-style-type: none"> Each building to have a room identified which can be used by symptomatic persons if required while waiting on transport home. All first aiders to be issued with the first aider Information sheet. 				
Emergency procedures Social distancing procedures	<ul style="list-style-type: none"> Schools must continue to comply with Fire safety arrangements and test procedures During a planned drill, social distancing wherever possible should be maintained once the building has been evacuated 	1	2	2	
Deliveries Maintaining social distancing and integrity of access/egress and escape routes	<ul style="list-style-type: none"> In the first instance all deliveries should be arranged where possible in non-pupil time Where not practicable arrangements must be in place for safe delivery to designated point in school grounds. No delivery drivers to be permitted access to a school building without following GVT guidance. On collection staff must follow hand hygiene process Staff should not sign off deliveries with shared equipment 	3	2	6	
Stress and wellbeing Mental health wellbeing, feelings of isolation, concerns over pandemic	<ul style="list-style-type: none"> Wellbeing champions within the school and information available for coping techniques. Guidance and information available through Occ Health, Policy and Comms Wellbeing checks to be incorporated at regular meetings. 	2	2	4	
Occupational hazards Skin exposure, dermatitis additional use of hand sanitisers, washing	<ul style="list-style-type: none"> Single-use nitrile gloves to be used for infrequent cleaning. Low-risk detergents to be used. COSHH risk assessment to be available to all staff. Managers to identify staff who require skin surveillance though frequent use of cleaning agents. 	2	2	4	
Storage of personal belongings/changing facilities Maintaining 2 metre social distancing	<ul style="list-style-type: none"> Social distancing markings in the locker area where appropriate. Staggered start and leaving times where possible to reduce numbers at entry and exit points at any given period. Review use of pupil cloakrooms to ensure social distancing can be maintained, consider alternatives if required. 	2	2	4	

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Air con use of fans Lack of natural ventilation in confined spaces increase risk of spread of Covid-19 via air con or use of fans.	<ul style="list-style-type: none"> • Wherever possible natural ventilation should be used within all areas. • • Meetings should be virtual meetings where possible else restricted to well-ventilated rooms only while complying with social distancing • • Fans or air con units only to be used in line with latest guidelines - fan heaters, fan assisted heating systems or air conditioning within a single space may assist in maintaining appropriate temperatures, provided there is an adequate supply of fresh air into the space. • • This approach should only be used where the balance of adequate ventilation and appropriate temperature cannot be achieved otherwise. • • Fire marked doors to remain closed 	2	2	4	
Ventilation within buildings during colder weather.	<ul style="list-style-type: none"> • Where practical, windows should be opened at least 15 mins prior to the room being used. • • External doors do not require to be wide open. Partially opening doors and windows to provide ventilation while reducing draughts • • Open internal doors or windows to prevent a build-up of stale air. • Opening high level windows in preference to low level to reduce draughts • • Purging spaces by opening windows, vents and external doors (e.g. between classes, during break and lunch, when a room is unused, or at other suitable intervals if a space is occupied for long periods at a time) • • Seating arrangements within the classroom to be reviewed where children have reduced tolerance to cold. • • Do not locate people directly in a draught for long periods, this may be mitigated by rearranging furniture. • • Dress codes should be relaxed so that warmer clothing can be worn. • Adjust indoor heating to compensate for cold air flow from outside • • Further information on ventilation in your building is available from – Tom Higgins, Corporate Landlord Leader, 07712666973 and Brian McQuat, Senior Clerk of Works, 07885891992. 	3	3	9	
School excursions / After school clubs	<ul style="list-style-type: none"> • In the first instance school excursions should be avoided until post COVID-19 phase • Any essential excursions as part of educational learning must be separately RISK assessed and ensure compliance with social distancing • After school clubs likewise should be avoided in the initial phase of return 	1	2	2	
Specialist departments and shared equipment	<ul style="list-style-type: none"> • In the first instance sharing of equipment to be the last resort • Where not practicable for educational reasons equipment to be cleaned pre and post use. • Shared equipment to be stored in contained areas and distributed by teaching staff only • Hand hygiene to be adhered to • Computer workstations to be cleaned pre and post use by each individual • PE to be conducted in line with social distancing guidelines where possible and national governing body guidelines for individual sports. • School gyms in the first instance not to be used. Where a need for educational purposes the 	3	2	6	

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	layout to be changed to comply with UK Active guidelines.				
Lost property	<ul style="list-style-type: none"> Any left property to be collected and stored in individual wrapped plastic bags. Staff to wear PPE for handling of any lost property Recording system to be in place for sign in and out process for any lost and returned items Schools encouraged to remove non collected items after 2 week period. 	3	2	6	
Staggered Starts/ Finishes/ Intervals/ Lunchtimes	<ul style="list-style-type: none"> Parents clearly notified of different drop off and pick up times for each class. Clearly marked areas within the pedestrian access for pupils to wait at in their designated zones. Janitor at the gate for the start/ finish of each day to manage parental access and gates to the playground. Children made aware of expectations through assembly about arrangements for the start/ finish of the school day. Parents to be updated on any changes to arrangements where necessary. Staggered interval/ lunchtime arrangements shared with staff. Ensure sufficient staff in playgrounds/ social areas to supervise pupils at intervals/ lunchtimes. Crossing guard informed of changes to the school day and is working flexibly to support this arrangement. 	2	3	6	
Music/Singing (Transmission of Covid-19)	<ul style="list-style-type: none"> Singing, brass and woodwind lessons and group lessons cannot take place with everyone physically in the same room. . Technology to be used to facilitate collective participation (e.g. singing, music lessons, choir practice, etc. can be done virtually). . Music lessons to take place outdoors or under a gazebo (with open sides or equivalent) with appropriate physical distancing where possible. . No sharing of musical instruments between learners in class. . Cleaning of instruments and other equipment (e.g. music stands) to be carried out between classes. . Pupils should wash hands before and after touching any equipment. . Individual lessons where 2-meter physical distancing can be applied, the environment is well ventilated, and equipment not shared carries low risk. . Activities to take place for shorter periods of time. . Normal breathing and volume of speech (e.g. piano playing). 	2	4	8	
Use of changing rooms	<ul style="list-style-type: none"> · Social distancing guidelines are being followed within the changing room areas between staff and pupils where possible. . Pupils to wear face coverings, if indoors, before and after activity, or when in non-playing areas of the physical education department, for example, changing rooms (Secondary pupils). · If deemed necessary, ensure that only small numbers are using the changing rooms at any one time to maximise physical distancing and that they are well ventilated. . 	2	3	6	

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	<ul style="list-style-type: none"> • Accessible changing rooms are to be used if required. . • Sanitiser and antibacterial wipes are available in all of the changing rooms. . • Soap and hot water are available to enable pupils and staff to observe good hand hygiene. . • Adequate levels of ventilation maintained. 				
Use of PE Equipment	<ul style="list-style-type: none"> • All PE equipment is appropriately sanitised after use/between each lesson. . • Activities where there is no sharing of equipment are safer than those that do, activities should be planned to minimize the use of equipment. . • Consider keeping extra equipment on hand so that teaching time is not lost to reclean equipment. . • Where possible remove non- essential equipment. . • Fixed equipment should be checked by the teacher prior to use to avoid pupils having to adjust or touch it. 	2	3	6	
PE Hygiene Measures	<ul style="list-style-type: none"> • No sharing of water bottles. . • Pupils to wash their hands or sanitise upon arrival and exit to the PE department. . • No handshakes at the beginning and end of activities. . • Cleaning staff visit the PE department regularly and Primary Hall regularly, focussing on high touch areas using appropriate antiviral cleaning products. 	2	3	6	
Contact between individuals and groups (PE)	<ul style="list-style-type: none"> • Enhanced focus on activities that do not involve close physical contact. . • During contact activities, physical distancing does not need to be maintained during play, but should be applied at all other times. . • Wherever possible efforts should be made to keep pupils in the same groups. . • Teaching staff should have an assigned area to ensure 2 meter spacing. This should be clearly marked. . • It is recommended that staff wear a face covering out with this designated area, when interacting with pupils or supporting practical tasks. . • Teacher demonstrations to be done from an assigned area to ensure 2 meter distancing from learners. 	2	3	6	

Assessor Name	E.Duncan K MacPherson	Job Title	HT DPS HT DHS	Signature	<i>Elizabeth Duncan</i> <i>Kirsty MacPherson</i>	Date	4.8.20
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Managers Name	E.Duncan K.MacPherson	Job Title	HT DPS HT DHS	Signature	<i>Elizabeth Duncan</i> <i>Kirsty MacPherson</i>	Date	4.8.20
Review date	14/08/20	Reviewer	Kirsty MacPherson Elizabeth Duncan				
Review Date	04/09/20 25.9.20 30.10.20 06/11/20	Reviewer	E.Duncan K. MacPherson				

Dumfries & Galloway Council

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Risk assessment Action Sheet

Title of Activity being Assessed				Risk Assessment Ref. Number		
Action Ref. Number	Action Required	Risk Rating before Action	Risk Rating after Action	Target Date	Person Responsible for Action	Date Completed

Assessor Name		Job Title		Signature		Date	
Approval Managers Name		Job Title		Signature		Date	

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