



## RISK ASSESSMENT FORM

<b>RA REF NO:</b>	COVID-019	<b>TITLE OF TASK ASSESSED:</b>	COVID-19 - P1-7 Reintroduction (15 Mar 2021) v1	<b>DIRECTORATE:</b>	Skills Education and Learning
<b>SERVICE:</b>	Schools Dalbeattie Primary School	<b>STAFF GROUP:</b>	All staff attending building	<b>DATE:</b>	15 March 2021

WHO IS AT RISK		SPECIFIC INFORMATION	LOCATION(S)	
Staff	<input checked="" type="checkbox"/>	This RA is produced to take into account additional precautions for COVID-19 when traveling to, travelling between, and working in educational establishments. This is over and above the Councils' and Services usual H&S arrangements including those covered within Lead Occupier guide and PEP building safety arrangements, Facilities Management Arrangements and general workplace H&S arrangements outlined in CHASM/GLOW.  <b>The "stay at home" principle set by Government should be adhered to where possible. Managers are encouraged to reduce the number of staff occupying a building at any one time.</b>	Council Property	<input checked="" type="checkbox"/>
Service Users	<input checked="" type="checkbox"/>		3 <sup>RD</sup> Party Premises	<input type="checkbox"/>
Contractors	<input checked="" type="checkbox"/>		Other Location	<input type="checkbox"/>
Members of Public	<input checked="" type="checkbox"/>			
New & Expectant Mothers	<input checked="" type="checkbox"/>			
Young Persons	<input checked="" type="checkbox"/>			

<b>HAZARDS</b>	I.e. what has the potential to do harm in terms of Location, Equipment, Activity, Person and Substance.	<b>Risk Rating</b>
<b>GENERAL CONTROL MEASURES</b>	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.	<b>Likelihood</b> L <b>Consequence</b> C

LHAZARDS	GENERAL CONTROL MEASURES	Risk Rating*			Is Action req'd? AP No.
		L 1-5	C 1-5	Overall 1-25	
<b>LFD Testing</b>  <b>Asymptomatic individuals being present in school</b>	<ul style="list-style-type: none"> <li>All staff working within your school to be offered LFD (Lateral Flow Device) testing, twice per week. (The programme is voluntary)</li> <li>Regular testing is only for individuals without symptoms – those with symptoms must continue to follow the usual guidance.</li> <li>Consent is required prior to receiving testing kits.</li> </ul>	2	4	8	

HAZARDS	GENERAL CONTROL MEASURES OFFICIAL	Risk Rating*			Is Action req'd? AP No.
		L 1-5	C 1-5	Overall 1-25	
	<ul style="list-style-type: none"> <li>Individuals who have recently tested positive for Covid-19 with a PCR test (within 90 days), should not take part in the regular LFD testing program. They must complete their period of self-isolation before returning to school or nursery.</li> <li>School Management team to manage and promote the LFD testing programme.</li> <li>School Management to ensure that clear instruction is provided to all those receiving tests on how to report their test results.</li> <li>All users to receive a step-by-step guide for COVID-19 self-testing with test packs.</li> <li>All NHS posters on how to self-test and report your results should be displayed clearly in the location of where the kits are distributed.</li> <li>Non-reporting is to be discouraged.</li> <li>School Management should use the NHS test and Protect letter template to distribute to staff, providing information regarding the Testing Programme (Include Privacy notice)</li> <li>Member of staff co-ordinating the handing out of test kits should wear an appropriate face covering at all times and maintain 2-metre distancing from staff coming to collect their kits.</li> <li>Staff must also maintain 2 metre physical distancing and wear face coverings when collecting kits.</li> <li>If you receive a kit that is damaged DO NOT USE IT and request another,</li> <li>Kits are to be taken home and used twice per week.</li> <li>Schools to maintain a log of who gets the test kits.</li> <li>Individuals must register positive, negative, and void results on a web-based portal with the results shared with NHS Test and Protect. <a href="http://www.gov.uk/report-covid19-result">www.gov.uk/report-covid19-result</a></li> <li>If a participant receives a positive result they must immediately report the result online using the QR code, or ID number under it, on the test strip at <a href="http://www.gov.uk/report-covid19-result">www.gov.uk/report-covid19-result</a> or phone 0300 303 2713 and the self-isolate and book a confirmatory PCR Test at <a href="http://www.gov.uk/get-coronavirus-test">www.gov.uk/get-coronavirus-test</a> or alternatively attend one of the regions drive through test sites.</li> <li>Appropriate advice will be given by Test and Protect on confirmation of a positive test. Test and Protect will inform any close contacts identified.</li> <li>Those receiving a positive test result should inform the school of their absence and are strongly encouraged to report a positive case to their school to support contact tracing.</li> <li>A negative LFD result must not be taken as leave to relax or ignore physical distancing or other measures intended to reduce transmission.</li> <li>If there is a clinical incident which lead to, or has the potential for, harm (for example swab breaks in mouth, bleeding, allergic reaction using the kit etc.) this should be reported at <a href="https://coronavirusyellowcard.mhra.gov.uk">https://coronavirusyellowcard.mhra.gov.uk</a></li> <li>Schools must ensure stock levels remain suitable and reorder testing kits as appropriate.</li> <li>Once test is complete, put all used test kit contents in the waste bag provided and put in general household waste.</li> <li>Details recorded on the Covid-19 test log for your school will require to be kept for 12 months after the date of the last entry made.</li> </ul>				

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		L 1-5	C 1-5	Overall 1-25	
<p><b>Exposure to COVID-19</b></p> <p><b>Staff member with prescribed underlying medical condition</b></p>	<ul style="list-style-type: none"> <li>Where possible, staff member to work from home.</li> <li>All staff must maintain at least 2-metre physical distancing from other staff and pupils at all times.</li> <li>Clinically vulnerable staff (Including those with underlying health conditions, but who would not be on the shielding list) can continue to work in schools, subject to a dynamic risk assessment confirming it is safe to do so.</li> <li>Staff with medical conditions and in receipt of a shielding letter and is identified as a person "at extremely high risk of severe illness" must follow shielding guidance and not attend school.</li> <li>Advice provided to staff on symptoms, self-isolation, and physical distancing circulated via Health &amp; Safety updates or on the Health &amp; Safety tile in GLOW.</li> <li>Face coverings should be used by adults when not working directly with children, for example when moving around settings/classrooms or when in staff rooms, administrative areas, or canteens across all school settings.</li> <li>Staff instructed to wash hands before and after eating or drinking.</li> <li>Staff meetings should be avoided where possible and virtual means used.</li> <li>Staff showing symptoms advised to stay at home.</li> <li>The most up-to-date guidance can be obtained from <a href="#">NHS Inform</a>.</li> </ul>	1	5	5	
<p><b>Exposure to COVID-19</b></p> <p><b>Pregnant Staff member</b></p>	<ul style="list-style-type: none"> <li><a href="#">Refer to OD&amp;HR Guidance Note – Pregnancy and COVID-19 Update (26 January 2021)</a></li> <li>Managers must carry out a workplace risk assessment for anyone who is pregnant of any gestation and review at 28 weeks.</li> <li>Pregnant employees can continue to attend work, including a workplace, if the risk assessment advises that it is safe to do so.</li> <li>Within the workplace, Managers must ensure that the pregnant employee is able to strictly adhere to at least 2-metre physical distancing.</li> <li>If risks cannot be removed or managed, the employee should be offered suitable alternative work or working arrangements (including the ability to work from home).</li> </ul>	1	5	5	
<p><b>Exposure to COVID-19</b></p> <p><b>Non wearing of Face Coverings (non-Compliance)</b></p>	<ul style="list-style-type: none"> <li>Face coverings to be worn when moving around the school in corridors, office and admin areas, canteens (Except when dining) and in other confined communal areas (including staff rooms and toilets).</li> <li>Other than where schools are using <b>ELC models</b> and guidance in the early stage (p1-p2), <b>where adults cannot keep 2 metre distance</b> and are interacting face to face with other adults and/or children and young people, face coverings should be worn <b>at all times</b>.</li> <li>Signage in place throughout the school to re-enforce the need for physical and hygienic controls in respect of Covid-19.</li> <li>Two-metre physical distancing markers at key points within the school</li> <li>Regular communication to discuss what is going well, concerns, suggestions, risk assessment, Health and Safety rep to be present.</li> <li>Pro-active monitoring to ensure that all the school controls and physical distancing measures are being adhered to by staff.</li> <li>Reporting of any breaches to management.</li> </ul>	3	4	12	

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		L 1-5	C 1-5	Overall 1-25	
	<ul style="list-style-type: none"> <li>Head Teacher will allocate a suitable member of staff to ensure compliance with control measures.</li> </ul>				
<p><b>Exposure to COVID-19</b></p> <p><b>Transmission between Staff</b></p>	<ul style="list-style-type: none"> <li>Face coverings to be worn by <b>adults</b> when moving around the school in corridors, office and admin areas, canteens (Except when dining) and in other confined communal areas (including staff rooms and toilets).</li> <li>Other than where schools are using ELC models and guidance in the early stage (p1-p2), where adults cannot keep 2 metre distance and are interacting face to face with other adults and/or children and young people, face coverings should be worn at all times.</li> <li>2-metre Physical distancing between <b>adults</b> not from the same household should be maintained <b>at all times</b>.</li> <li>Clinically vulnerable staff (Including those with underlying health conditions, but who would not be on the shielding list) can continue to work in schools, subject to a dynamic risk assessment confirming it is safe to do so.</li> <li>Staff must read and act on advice as provided.</li> <li>Where job role allows all staff advised to work at home.</li> <li>Handwashing facilities and hand sanitisers are available.</li> <li>Instructions on good hand washing procedures clearly displayed.</li> <li>Staff instructed to wash hands before and after eating or drinking.</li> <li>Staff meetings should be avoided where possible and virtual means used where possible.</li> <li>Advice provided to staff on symptoms, self-isolation, and physical distancing circulated via Health &amp; Safety updates or on the Health &amp; Safety tile in GLOW.</li> </ul>	2	4	8	
<p><b>Exposure to COVID-19</b></p> <p><b>Transmission between Staff &amp; pupils and between pupils &amp; pupils</b></p>	<ul style="list-style-type: none"> <li><b>As for Transmission between staff plus: -</b></li> <li><b>Pupils</b> do not need to wear a face covering unless they wish to do so.</li> <li><b>Adults</b> teaching P1-P2 pupils that are following the <b>ELC play based model</b> do not require to wear face coverings when interacting with children in that class unless they wish to do so.</li> <li><b>Pupils</b> do not need to 2 metre physically distance.</li> <li>2-metre Physical distancing between <b>adults and pupils</b> should be maintained <b>whenever possible</b>.</li> <li>Pupils displaying symptoms of Covid-19 on entry to school will be advised to go home along with their siblings.</li> <li>Face coverings should also be worn by parents and other visitors to any school site (whether entering the building or otherwise), including parents at drop-off and pick-up.</li> <li>Pupils instructed on good hand hygiene.</li> <li>Pupils displaying symptoms of Covid-19 during the school day are isolated in another designated room with their siblings until parent or carer can collect.</li> <li>Movement around the school should be minimised.</li> <li>Staggered times for outdoor activities and school break times where possible.</li> <li>Designated toilet for each pupil group should be identified where possible.</li> </ul>	2	4	8	

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		L 1-5	C 1-5	Overall 1-25	
	<ul style="list-style-type: none"> <li>Signage and poster to remind pupils and staff of control measures.</li> <li>Advice provided to staff on symptoms, self-isolation, and physical distancing circulated via Health &amp; Safety updates or on the Health &amp; Safety tile in GLOW.</li> </ul>				
<p><b>Exposure to COVID-19</b></p> <p><b>Transmission between Staff and parents/ carers</b></p>	<ul style="list-style-type: none"> <li>Parents and carers informed and instructed to follow staggered drop off and collection times and to maintain at least 2-metre physical distancing between staff, pupils, and parents/carers.</li> <li>Parents and carers not permitted access into school buildings, unless to collect a sick child if the child cannot be brought to the door.</li> <li>Communication with parents where possible via phone or electronic media or held outside.</li> <li>Parents instructed to follow advice provided to pupils and parents/carers on symptoms, self-isolation, and physical distancing.</li> <li>Parents and carers, where possible to leave children at the school gate.</li> <li>Signage provided to reinforce instruction.</li> <li>Parents to wear face coverings when dropping off and collecting their children.</li> <li>Consider multiple drop off and pick-up points to avoid congestion.</li> </ul>	2	4	8	
<p><b>Exposure to COVID-19</b></p> <p><b>Transmission between Staff, pupils and contractors (Essential Works)</b></p>	<ul style="list-style-type: none"> <li><b>As for Transmission between staff plus: -</b></li> <li>All contractors to wear face coverings in School <b>at all times</b>.</li> <li>2 metre physical distance must be maintained <b>at all times</b>.</li> <li>Only contractors on the approved term contractor list will be used in schools.</li> <li>Only contractors permitted to carry out essential works such as Asbestos surveys, Fire and Security Any individuals experiencing any symptoms of Covid-19 should not access the school.</li> <li>Call outs, Statutory Maintenance Inspections to continue.</li> <li>If essential work is required, this should be co-ordinated and agreed between the school and the Repairs Team <b>prior</b> to visit taking place.</li> <li>Contact tracing details for Test &amp; Protect are required of all workers.</li> <li>All areas not deemed to be essential must be made off limits.</li> <li>All contractors will be provided with clear instruction on school's policy with regards to mitigating COVID-19 risks</li> <li>The head teacher reserves the right to excluded (Ask to leave) any contractor that does not comply with the mitigations determined by the school i.e., non-wearing of face coverings etc.</li> </ul>	1	4	4	
<p><b>Transmission between staff/pupils and contractors (non-essential works)</b></p>	<ul style="list-style-type: none"> <li>All non-essential building, maintenance etc. work suspended.</li> </ul>	1	4	4	
<p><b>Exposure to COVID-19</b></p> <p><b>Transmission from surfaces</b></p>	<ul style="list-style-type: none"> <li>Daily cleaning of classrooms, toilets and regularly touched hard surfaces (doors, door handles, banisters, etc.) to be carried out by Facilities Management Team.</li> <li>Bins emptied daily.</li> <li>Wipes to be made available for cleaning by teachers and pupils.</li> </ul>	2	4	8	

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	<ul style="list-style-type: none"> <li>All areas not deemed to be essential must be made off limits.</li> <li>The shared handling of jotters, textbooks, paper scripts etc should be avoided where possible. Electronic alternatives should be used to support assessment and Learning &amp; Teaching practices, reducing the risk of COVID19 transmission. Where jotters, textbooks and paper scripts do require to be handled staff should utilise handwash / sanitising stations before touching your face.</li> <li>Staff to avoid physical contact with other members of staff, pupils, or visitors wherever possible.</li> <li>Staff to maintain good hand hygiene and receive information and training (if necessary).</li> <li>Soap and warm water (cold if hot is not available) to be provided.</li> <li>Hand sanitiser (minimum of 60% alcohol content) provided at numerous areas of the building including entrance(s)/exit(s) and in high circulation areas i.e. staff rooms, outside canteen etc and particularly where water and soap not readily available.</li> <li>Specific risks of hand sanitiser assessed where access to vulnerable individuals and use in potentially flammable environments.</li> <li>Staff encouraged to utilise handwash facilities regularly.</li> <li>Adequate supplies of soap, paper towels and hand sanitiser available at all times</li> <li>Manufacturers Safety Data Sheets for sanitiser and handwash readily available.</li> <li>Specific risks of hand sanitiser assessed where access to vulnerable individuals and use in potentially flammable environment/tasks. Staff awareness on following respiratory hygiene, "catch it, bin it, kill it" and to not touch their face.</li> <li>Good hand hygiene, COVID-19 signs and symptoms and physical distancing, shielding, self-isolation and LFD testing posters to be display prominently around the building to raise awareness.</li> <li>Where physical distancing is not possible (e.g., personal care, moving and handling) staff carrying out the personal care have been instructed on the correct PPE to wear (disposable apron and gloves non-sterile neoprene or nitril EN374).</li> <li>Please see, <a href="#">NHS How to Wash Hands Video</a> guide and how to use <a href="#">alcohol based hand rub</a></li> <li>Head teachers ensure there is a suitable supply of PPE and cleaning products available at all times</li> </ul>				
<b>Exposure to COVID-19</b>  <b>Transmission from workstations</b> (computer, mouse, keyboard, and desk) to staff and pupils?	<ul style="list-style-type: none"> <li><b>See Transmission between staff/ staff and pupils plus: -</b></li> <li>Where possible staff have dedicated workstations.</li> <li>Where job role allows all staff instructed to work at home.</li> <li>Staff instructed to clean shared workstations with antibacterial spray or wipes before and after use.</li> <li>Depending on age range of pupils, staff may have to clean pupil areas for them.</li> </ul>	2	4	8	
<b>Exposure to COVID-19</b>  <b>Transmission from staffroom surfaces,</b>	<ul style="list-style-type: none"> <li>Staff Breaks are staggered.</li> <li>Staff should always maintain 2-metre physical distancing in staffrooms.</li> <li>Staff rooms are cleaned daily by council facilities Management staff</li> <li>Staff instructed to: -               <ul style="list-style-type: none"> <li>Wash and dry used crockery and utensils using warm soapy water.</li> </ul> </li> </ul>	2	4	8	

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		L 1-5	C 1-5	Overall 1-25	
food plates and utensils to staff	<ul style="list-style-type: none"> <li>○ Wash their hands before and after eating, drinking, or smoking.</li> <li>● Not share food.</li> </ul>				
Exposure to COVID-19  Additional Support needs Pupils and Personal Care	<ul style="list-style-type: none"> <li>● Pupils to be made to understand the precautions that are in place to their level of understanding.</li> <li>● Where possible activities and care plans are adapted to include Physical distancing.</li> <li>● Where physical distancing is not possible (e.g., personal care, moving and handling) staff carrying out the personal care have been instructed on the correct PPE to wear (disposable apron and gloves nonsterile neoprene or nitril EN374).</li> <li>● Head teachers ensure there is a suitable supply of PPE and cleaning products available.</li> <li>● Staff to follow safe working procedures for the provision of intimate care.</li> </ul>	2	5	10	
Reduced number of staff due to self-isolation and/or illness	<ul style="list-style-type: none"> <li>● Suitable ratios must always be adhered to with a minimum of 2 adults remaining in the facility.</li> <li>● Care Inspectorate ratios are defined as: - <ul style="list-style-type: none"> <li>○ 2-3yrs - 1 Adult: 5 pupils</li> <li>○ 3-8yrs - 1 Adult: 8 pupils</li> <li>○ 8 yrs+ - 1 Adult: 10 pupils</li> </ul> </li> <li>● GTCS staff are still able to supervise the number specified in their registration, however wherever possible, numbers should be kept to a minimum</li> <li>● Source suitable trained staff from other schools and/or services.</li> <li>● Reallocate pupils to another school.</li> <li>● Stop Provision of service if sufficient staff cannot be sourced.</li> </ul>	2	4	8	
Lack of personal information for Test & Protect purposes	<ul style="list-style-type: none"> <li>● Alternative electronic means of keeping registers to be considered / maintained due to the SEEMIS potentially not having the details of children that are not attending their "normal" school site.</li> <li>● All relevant emergency contact details should be obtained / maintained of all pupils using the key worker hubs.</li> </ul>	2	4	8	
Music/Singing.  Teaching Practical subjects, Transmission of Covid-19  (As per Education Scotland Guidance)	<ul style="list-style-type: none"> <li>● Singing, brass and woodwind lessons and group lessons cannot take place with everyone physically in the same room.</li> <li>● Technology to be used to facilitate collective participation (e.g., singing, music lessons, choir practice, etc. can be done virtually).</li> <li>● Individual or small numbers involved with physical distancing in place. (e.g., solo performance, string quartet).</li> <li>● Music lessons to take place outdoors or under a gazebo (with open sides or equivalent) preferred with appropriate physical distancing for <b>adults</b>.</li> <li>● No sharing of musical instruments between learners in class.</li> <li>● Cleaning of instruments and other equipment (e.g., music stands) to be carried out between classes.</li> <li>● Pupils should wash hands before and after touching any equipment.</li> <li>● Activities to take place for shorter periods of time.</li> <li>● Normal breathing and volume of speech.</li> </ul>	2	4	8	

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		L 1-5	C 1-5	Overall 1-25	
	<ul style="list-style-type: none"> <li>Choirs, orchestras, and ensemble performances should not recommence at this point.</li> </ul>				
<p><b>Cooking</b></p> <p><b>Teaching Practical subjects, Transmission of Covid-19</b></p> <p><b>(As per Education Scotland Guidance)</b></p>	<ul style="list-style-type: none"> <li><b>As for Transmission between Staff and pupils and between pupils plus: -</b></li> <li>If you do not have mechanical ventilation, refer to control measures detailed below in the Ventilation section.</li> <li>Food items handled and stored carefully. A minimum amount of handling is recommended.</li> <li>Regular touch point clean in place, including work surfaces (following practical activities), cupboards, door handles, sinks and taps.</li> <li>Sprays and wipes available to enable touch point cleaning to take place.</li> <li>Handwashing facilities and soap available to enable good hand hygiene.</li> <li>Where possible all equipment required for the lesson should be made available for each station to minimise pupil movement around the room.</li> <li>Dishes, utensils, etc. are washed in a dishwasher, using the warmest water settings.</li> <li>Cloths, aprons, towels, etc. should only be used once and should be washed daily, at 60 degrees where possible.</li> <li>A teacher demonstration area should be created that maintains 2 metre social distancing.</li> <li>If young people usually collect food at the end of the day for taking home, some consideration will be required about how this can be done safely and with limited movement in corridors.</li> <li>Where possible recipes should be shared, for example through display on a whiteboard. Alternatively, or where a young person requires additional support, individual recipe sheets/books may be used, protected in plastic envelopes and cleaned at the end of the lesson.</li> </ul>	2	4	8	
<p><b>PE</b></p> <p><b>Teaching Practical subjects, Transmission of Covid-19</b></p> <p><b>(As per Education Scotland Guidance)</b></p>	<ul style="list-style-type: none"> <li>In Primary, physical education can only take place <b>outdoors</b> with appropriate mitigating actions outlined in <a href="https://education.gov.scot/media/b2dddwoy/pe-guidelines-17-02-2021.pdf">https://education.gov.scot/media/b2dddwoy/pe-guidelines-17-02-2021.pdf</a> to ensure the safety of all children, young people and staff.</li> <li><b>If changing rooms are used:</b> Changing rooms should be well ventilated, 2 metre physical distancing maintained and close attention to cleaning surfaces after use.</li> <li><b>If changing rooms are not used:</b> young people should be encouraged to arrive at school in their physical education (PE) kit on days when PE lessons will take place and, where possible, wait until they get home to change.</li> <li>Refer to Education Scotland COVID-19: Return to educational establishments - Physical Education Guidance</li> </ul>	1	4	4	
<p><b>Changing/shower areas – Transmission due to inability to physical</b></p>	<ul style="list-style-type: none"> <li><b>If changing rooms are used:</b> Reduce the number of users at one time.</li> <li>Introduce one-way system where practicable and possible.</li> <li>Use of signs/markings on ground/floors to allow 2-metre physical distancing to be adhered to. Posters displayed to raise awareness of coronavirus symptoms and NHS/Government guidance and personal hygiene and laundry.</li> </ul>				

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		L 1-5	C 1-5	Overall 1-25	
distance/contaminated surfaces	<ul style="list-style-type: none"> <li>Introduced staggered start and finish times to reduce the numbers using at one time.</li> <li>Provide wash stations/hand sanitiser (minimum 60% alcohol content) at the entrance/exit. Allow hands to dry before touching surfaces.</li> <li>Frequently used areas cleaned frequently i.e., shower heads, shower buttons, benches, lockers doors etc.</li> <li>Provide suitable and sufficient bins and ensure they are regularly emptied.</li> <li>Ensure ventilation is adhered to for this area.</li> <li><b>If changing rooms are not used:</b> young people should be encouraged to arrive at school in <b>their</b> physical education (PE) kit on days when PE lessons will take place and, where possible, wait until they get home to change</li> </ul>	2	4	8	
Ventilation within buildings during colder weather.	<ul style="list-style-type: none"> <li>Providing adequate ventilation does not mean classrooms need to be cold. Classrooms should maintain a temperature of at least 17 degrees.</li> <li>Where practical, windows should be opened at least 15 mins prior to the room being used.</li> <li>External doors do not require to be wide open. Partially opening doors and windows to provide ventilation while reducing draughts.</li> <li>Open internal doors or windows to prevent a build-up of stale air.</li> <li>Opening high level windows in preference to low level to reduce draughts.</li> <li>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)</li> <li>Seating arrangements within the classroom to be reviewed where children have reduced tolerance to cold.</li> <li>Do not locate people directly in a draught for long periods, this may be mitigated by rearranging furniture.</li> <li>Dress codes should be relaxed so that warmer clothing can be worn.</li> <li>Adjust indoor heating to compensate for cold air flow from outside.</li> <li>Further information on ventilation in your building is available from – Tom Higgins, Corporate Landlord Leader, 07712666973 and Brian McQuat, Senior Clerk of Works, 07885891992.</li> </ul>	3	3	9	
Air conditioning, use of fans - Lack of natural ventilation in confined spaces increased risk of spread of Covid-19 via air con or use of fans.	<ul style="list-style-type: none"> <li>Wherever possible natural ventilation should be used within all areas.</li> <li>Meetings should be virtual meetings where possible, else restricted to well-ventilated rooms only while complying with physical distancing.</li> <li>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.</li> <li>This approach should only be used where the balance of adequate ventilation and appropriate temperature cannot be achieved otherwise.</li> <li>Fire marked doors to remain closed.</li> <li>PEP reviewed air conditioning systems to ensure suitable functionality.</li> <li>Fresh air from opened windows encouraged where able, safe, and suitable to do so.</li> </ul>	2	3	6	

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		L 1-5	C 1-5	Overall 1-25	
	<ul style="list-style-type: none"> <li>Local fans withdrawn from use.</li> </ul>				
<b>Driving council vehicles (pool cars) during work – risk of transmission from potentially contaminated surfaces</b>	<ul style="list-style-type: none"> <li>Staff must only travel when essential to do so.</li> <li>Use of council vehicles for work purposes, wherever possible. As per Driving during/to place of Work procedure: <ul style="list-style-type: none"> <li>Staff to complete pre-employment questionnaire to ensure they meet the legal requirements to drive day and evenings.</li> <li>All staff to be registered on the <a href="#">Davis system</a>, ensuring driving license and insurance are valid.</li> <li>Members of staff to complete Driver Awareness Flo training before council vehicles/personal vehicles can be used for work activities.</li> </ul> </li> <li>Antibacterial wipes provided to clean each car</li> <li>Cars deep cleaned when necessary – contact Transport Cell.</li> <li>Guidance from fleet provided in all council owned vehicles. – staff to read and follow.</li> <li>Hand hygiene followed before and after use of car – hand gel provided.</li> </ul>	2	4	8	
<b>External Areas /Entrances– Risk of Transmission</b>	<ul style="list-style-type: none"> <li>Congregation at entrances/exits -strongly discouraged and enforced.</li> <li>Parents and carers informed and instructed to follow staggered drop off and collection times and to maintain physical distancing between staff, pupils, and parents/carers.</li> <li>Parents and carers, where possible to leave children at the school gate.</li> <li>2-metre markings applied for guidance.</li> <li>External areas reviewed for pinch-points.</li> <li>Arrival/departures and drop-off points safely managed and co-ordinated on site.</li> <li>Signage displayed at gates/entrances to show any varying arrangements for access.</li> <li>Staggered times for outdoor activities and school break times.</li> </ul>	1	4	4	
<b>Building access and egress</b>	<ul style="list-style-type: none"> <li>Where possible parents and carers not permitted access into school buildings, unless to collect a sick child if the sick child cannot be brought to the door.</li> <li>Communication with parents where possible via phone or electronic media or outside</li> <li>Where possible, essential contractor work will be rescheduled i.e., night times/weekends to avoid overlapping with others.</li> <li>Introduce staggered start and finish times to reduce congesting/bottlenecking long queues outside of the school.</li> <li>Post clear signage for route guidance and hand hygiene for staff and pupils to follow.</li> <li>Use of signs/markings: <ul style="list-style-type: none"> <li>On ground/floors to allow 2-metre physical distancing to be adhered to.</li> <li>To raise awareness of coronavirus symptoms and NHS/Government guidance.</li> </ul> </li> <li>Have designated entrance(s)/exit(s) for teams of staff, where practicably possible.</li> <li>Provide hand washing facilities at the entrance(s)/exit(s), where this is possible, hand sanitiser (minimum 60% alcohol content) to be provided where water and soap cannot be provided.</li> </ul>				

HAZARDS	GENERAL CONTROL MEASURES OFFICIAL	Risk Rating*			Is Action req'd? AP No.
		L 1-5	C 1-5	Overall 1-25	
	<ul style="list-style-type: none"> <li>Physical distancing and site guidance on physical distance should be explained to visitors on or before arrival.</li> <li>The number of visitors limited at one time and restrict access to required visitors only and they must sign in for track and trace.</li> <li>Staff, visitors, or members of the public must wash hands when entering and leaving the building. Commonly touched areas i.e., handle, push plates, keypads, toilet flush, taps, stair banister rails, lift controls etc. should be cleaned/sanitised on a regular basis.</li> <li>Building inductions for staff (i.e., new starts) or visitors (i.e., contractors) completed online if possible, if not, carried out in a way to allow physical distancing.</li> <li>Where possible, allocate a member of staff to monitor compliance.</li> </ul>	1	4	4	
<p><b>Increased Risk of Transmission due to footfall in Reception Areas due to inability to practice physical distancing</b></p>	<ul style="list-style-type: none"> <li>Only essential staff and visitors allowed to enter building and clearly communicated to staff and potential visitors.</li> <li>Furniture, equipment, books, and toys removed from reception areas that cannot be easily cleaned and are not essential.</li> <li>Physical distancing and screen provided at reception to safeguard staff.</li> <li>Layout enables 2-metre distancing.</li> <li>Controlled access in place for entry into the building.</li> <li>Process in place for dealing with mail.</li> <li>Signing in/out – people encouraged to use own pens and leave contact information for test and protect purposes.</li> <li>Alcohol Sanitiser and anti-viral wipes provided at reception.</li> <li>Increased cleaning of hotspot areas</li> <li>Staff capacity/distancing arrangements reviewed within reception area for staff.</li> </ul>	1	4	4	
<p><b>Increased risk of Transmission due to footfall in building elevators/lifts due to inability to practice physical distancing</b></p>	<ul style="list-style-type: none"> <li>Avoid using the elevator/lift, use stairs where possible.</li> <li>Travel in the elevator/lift alone, where possible.</li> <li>Use knuckles or pen to operate the elevator/lift.</li> <li>Maximum of two persons riding the elevators/lift at one time, where possible. Arrangements in place for staff to accompany pupils with additional needs.</li> <li>Provide floor markings to show users where to stand.</li> <li>Users to face opposite ways from each other.</li> <li>Wash station/hand sanitiser (minimum of 60% alcohol content) provided at the door.</li> <li>Ensure the elevator/lift is subject to a robust cleaning regime, and cleaned on a more regular basis, especially the controls.</li> <li>Ensure the elevator/lift is accessible to those with disabilities to comply with the Equality Act 2010.</li> </ul>	1	4	4	

HAZARDS	GENERAL CONTROL MEASURES	Risk Rating*			Is Action req'd? AP No.
		L 1-5	C 1-5	Overall 1-25	
<p><b>Pinch-points for people circulating reducing ability to physically distance</b></p> <p>(e.g., Small foyers / negotiating doors in confined areas, break and dinner times, access to/from toilets, blind spots/narrow corridors)</p>	<ul style="list-style-type: none"> <li>Utilise knuckle (or pen) to press buttons and switches.</li> <li>Pinch-points in building reviewed and additional signage/visibility or reduced numbers put in place to control any compromised physical distancing.</li> <li>Shift changes/start, and finish times and breaks co-ordinated and managed in team and across building.</li> <li>Mirrors provided to increase visibility where there are blind spots in high circulation areas.</li> <li>One-way system put in place where practicable in pinch-point areas and where physical distancing not possible in corridors.</li> <li>Areas that cannot enable physical distancing have been excluded from use or access reduced.</li> </ul>	2	4	8	
<p><b>Welfare facilities – risk of transmission due to inability to practice physical distancing and potential inadequate capacity</b></p>	<ul style="list-style-type: none"> <li>PEP reviewed provision of toilets and handwash basins to assess capacity for projected building use and to ensure physical distancing.</li> <li>Reduce the number of users at one time (allocate staff to enforce, where possible). Use of floor signage/markings ensure a 2-metre distance is maintained.</li> <li>Wash hands after use following the good hand hygiene guidance.</li> <li>Provision of hand towels and bin (must be hands-free lidded design) provided rather than use of dryers during sustained transmission.</li> <li>Increase the frequency of cleaning/sanitising, particularly handles, flush, locks, taps etc.</li> <li>Ensure bins provided are suitable and sufficient, these should be emptied regularly, double bagged and not allowed to overflow.</li> <li>Posters displayed for correct handwashing technique.</li> </ul>	1	4	4	
<p><b>Dining Hall/ Staff rest areas – Risk of transmission due to large volumes of staff/pupils</b></p>	<ul style="list-style-type: none"> <li>Encourage staff to bring their own food and drink.</li> <li>Where possible, have separate entrance(s) and exits(s).</li> <li>Introduce a one-way system to be followed by all where required and practicable.</li> <li>Provide wash stations/hand sanitiser (minimum of 60% alcohol content) at entrance/exit. Allow sanitiser to dry before touching any surfaces.</li> <li>Use of signs/markings on ground/floors to allow 2-metre physical distancing to be adhered to.</li> <li>Introduce staggered breaks if possible.</li> <li>Drinking water made available and the dispenser is subject to increased regular cleaning.</li> <li>Encourage staff, pupils, and visitors to take breaks in safe outside space.</li> <li>Create extra space if possible, by utilising unused offices etc. for breaks.</li> <li>Regularly clean surfaces i.e., tables, counters, and kitchen utilities etc. These should be cleaned after each use.</li> <li>Suitable and sufficient bins should be provided and emptied on a regular basis. Users should be encouraged to clean up after themselves. Use disposable utilities where possible.</li> <li>Allocate compliance monitoring to staff working in canteen/rest areas.</li> </ul>	2	4	8	

HAZARDS	GENERAL CONTROL MEASURES	Risk Rating*			Is Action req'd? AP No.
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	<ul style="list-style-type: none"> <li>Staff and pupils encouraged to wash hands before and after eating and drinking – (Posters displayed for handwashing and maintaining kitchen cleanliness.)</li> </ul>				
<b>Work Area/Classroom</b>  <b>Increase risk of transmission due to working in close proximity to others.</b>	<ul style="list-style-type: none"> <li>PEP reviewed workplace layout plans/provided advice where adjustments are required, in consultation with Lead Occupier and building users.</li> <li>Only where it is not possible to move workstations further apart, workers should sit side by side or facing away from each other, not face to face.</li> <li>Use of screening in between workstations to reduce contact in office areas.</li> <li>Adapt the workplace layout to maintain 2 metre distancing.</li> <li>Discourage shared workstations and equipment where possible.</li> <li>Use floor tape to mark 2-metre physical distance if required.</li> <li>Manage occupancy levels to enable physical distancing, desks, and other furniture to be moved where possible to allow this.</li> <li>Where possible, have a separate entrance and exit.</li> <li>Introduce a one-way system for staff to follow in compromising areas.</li> <li>Person appointed to review/timely order stock of sanitiser for hands and anti-viral wipes for surfaces and equipment.</li> <li>Wash station/hand sanitiser (minimum of 60% alcohol content) made available at entrance/exit.</li> <li>Allow hands to dry before touching surfaces.</li> <li>Ensure staff clean workstation before and after use.</li> <li>Provision of anti-viral wipes and/or spray for computing equipment and desks, mobile phones.</li> <li>Ensure ventilation guidance is adhered to</li> </ul>	2	4	8	
<b>First Aid Procedures – Risk of transmission whilst carrying out first aid.</b>	<ul style="list-style-type: none"> <li>Lead occupier reviewed first aid risk assessment including availability of first aiders/emergency responders in line with latest occupancy and use.</li> <li>Lead Occupier consulted with First Aiders to do initial review of first aid kit stock levels and ordered a basic stock of PPE for covid-19.</li> <li>Where possible, ask the injured/ill person to carry out the treatment i.e., pinch nose during nosebleed.</li> <li>Information can be found on CHASM/GLOW in the <a href="#">First Aid at Work</a> Standard.</li> <li>Additional COVID-19 guidance issued to first aiders and provided in first aid kits. Link available: <a href="#">GLOW First Aid During COVID-19 community transmission</a></li> <li>First Aiders to monitor and review ongoing stock levels and request additional supplies, as required.</li> </ul>	1	4	4	
<b>Cleaning</b>  <b>– Risk of Transmission through contaminated</b>	<ul style="list-style-type: none"> <li><u>Headteachers with the support of their Building Facilities Assistants staff ensure sufficient supplies of cleaning products are held in stock at all times.</u></li> <li>Reduce need to share work equipment where practicable.</li> <li>Cleaning specification requirements including Hot Spot areas identified and agreed with the Facilities Management team.</li> <li>Cleaning procedures in place for all goods and merchandise coming into the building.</li> </ul>				

HAZARDS	GENERAL CONTROL MEASURES <small>OFFICIAL</small>	Risk Rating*			Is Action req'd? AP No.
		L 1-5	C 1-5	Overall 1-25	
surfaces, clothing, and PPE.	<ul style="list-style-type: none"> <li>Handwash stations provided for members of staff handling goods and equipment, hand sanitiser (minimum alcohol content of 60%) to be provided where handwash stations cannot.</li> <li>Ensure more regular cleaning is carried out in areas and objects/equipment that are frequently used i.e., desks, keyboards, phones, and door handles etc.</li> <li>Cleaning schedule to be made available to managers.</li> <li>Where required staff to receive information, instruction, and training on the safe donning, doffing and use of PPE including the safe disposal. – <a href="#">poster</a> and <a href="#">video</a> (links to GLOW information).</li> <li>PPE <a href="#">guidance</a> available on GLOW.</li> <li>Staff to wash hands before use and after removal of each PPE, following good hand hygiene procedures.</li> <li>Workspaces to be cleaned and personal belongings removed at the end of the shift.</li> <li>Use of high-touch items and equipment to be limited/restricted i.e., printers/whiteboards.</li> <li>Staff cleaning after a known case of COVID-19 has been in the building to follow <a href="#">Government guidance</a>.</li> <li>Waste from people with symptoms of covid-19 e.g., disposable cleaning cloths, tissues and PPE should be double bagged and securely and safely stored for 72 hours before being disposed of.</li> <li>Contaminated reusable clothes should be washed separately and at 60-degree wash temperature.</li> </ul>	2	4	8	
Fire Safety During COVID-19	<ul style="list-style-type: none"> <li>Fire Alarm and other fire related checks to be carried as normal.</li> <li>In the event of a fire alarm activation, the existing fire evacuation plan to be complied with where possible.</li> <li>Where essential staff are missing, Head Teachers to ensure that actions of the existing fire evacuation plan are reallocated to staff on site (<b>ensure that if the fire alarm goes off there is somebody to ring the FRS, the building is empty and there is a single point of contact for the FRS!</b>).</li> <li>Fire doors that are not on automatic closers are <b>NOT</b> wedged open and must remain closed.</li> <li>Fire exit routes must always be clear to aid rapid evacuation.</li> <li>Pupils and staff unfamiliar with the site to be informed of the fire safety arrangements.</li> <li>A least 2-metre physical distancing to be maintained at the Fire Assembly Point.</li> </ul>	1	5	5	
Increased risk of Transmission on School Transport	<ul style="list-style-type: none"> <li>Face coverings should be worn by children aged 5 years and over on dedicated school transport (unless exemptions apply) in line with the position on public transport.</li> <li>Adequate ventilation in place.</li> <li>Regular effective cleaning of the school bus in place.</li> <li>Pupils sit on staggered seating (i.e. not next to each other, but alternating window-aisle-window etc. Row by row).</li> </ul>	2	4	8	
Risk of Transmission on School Trips	<ul style="list-style-type: none"> <li>Short local excursions which promote outdoor learning (such as a short visit to a local park or green space) will be permitted for those learners in school, as long as these are risk assessed.</li> <li>Currently no other trips are permitted.</li> </ul>	1	4	4	

HAZARDS	GENERAL CONTROL MEASURES			Risk Rating*			Is Action req'd? AP No.
				L 1-5	C 1-5	Overall 1-25	

Assessor Name	Elizabeth Duncan	Job Title	Head Teacher	Signature	Elizabeth Duncan	Date	10.3.21
Managers Name	Elizabeth Duncan	Job Title	Head Teacher	Signature	Elizabeth Duncan	Date	10.3.21
Review date		Reviewer					



## 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	