

RISK ASSESSMENT FORM

RA REF NO:	COVID-019	TITLE OF TASK ASSESSED:	COVID-19 - P1-7 Reintroduction 06 January 2022	DIRECTORATE:	Skills Education and Learning
SERVICE:	Schools	STAFF GROUP:	All staff attending building	DATE:	06 January 2022

WHO IS AT RISK		SPECIFIC INFORMATION	LOCATION(S)	
Staff	<input checked="" type="checkbox"/>	<p>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.</p> <p>Schools need take no action to remove the mitigations they currently have in place, unless otherwise advised in this risk assessment.</p> <p>Physical distancing between adults, and between adults and children and young people, should remain in place in the school estate.</p> <p>To ensure alignment with wider society and planned changes in ELC, this requirement has now been updated to physical distancing of at least 1m. As schools should already have 2m physical distancing arrangements that work well and do not limit capacity, it is expected that most schools will wish to retain these 2m distancing arrangements for logistical reasons. It is therefore not anticipated there will be a logistical requirement to make changes to physical distancing arrangements in the school environment. Retaining 2 metres between adults in schools who do not yet meet the criteria for exemption from self-isolation will also help to reduce the risk that they are identified as a close contact.</p>	Council Property	<input checked="" type="checkbox"/>
Service Users	<input checked="" type="checkbox"/>		3 RD 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"/>			
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	

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Exposure to COVID-19 Individuals not being Vaccinated	<ul style="list-style-type: none"> All schools should encourage staff who have not received both doses of the vaccination to seek vaccination as soon as possible, following the recommended gap between doses. Adult staff who are fully vaccinated should ensure they continue to LFD test twice weekly. 	2	4	8	
Exposure to COVID-19 People with Symptoms, are household contacts or testing positive (either PCR or Lateral Flow)	<p>Staff, children, or young people who develop the symptoms of COVID-19 (high temperature, new continuous cough or a loss or change to sense of smell or taste), or who test positive using PCR tests or Lateral Flow Device (LFD), must self-isolate immediately in line with NHS Guidance.</p> <p>Positive Cases (regardless of vaccination status)</p> <ul style="list-style-type: none"> must isolate for 10 days. However, if the person tests negative on day 6 and day 7 LFD tests (taken at least 24 hours apart, with the first test no earlier than day 6) they may leave isolation if they have no fever after their day 7 test. <p>Fully Vaccinated Adult Contacts (NB: definition of “fully vaccinated adult” is now 3 doses i.e. 2 doses plus booster) AND all contacts who are aged under 18 years and 4 months</p> <ul style="list-style-type: none"> take 7 daily LFD tests and report results instead of isolating – no requirement for a PCR test to be released from self-isolation. children aged under 5 are encouraged, but not required, to take LFD tests <p>Unvaccinated/Partially Vaccinated Adult Contacts (NB: this includes adults with only 0-2 doses)</p> <ul style="list-style-type: none"> must take a PCR test and isolate for 10 days. <p>Any asymptomatic adult or child who tests positive using a Lateral Flow Device (LFD)</p> <ul style="list-style-type: none"> must self-isolate immediately for 10 days, if the person tests negative on day 6 and day 7 LFD tests (taken at least 24 hours apart, with the first test no earlier than day 6) they may leave isolation if they have no fever after their day 7 test. There is no longer a requirement to book a PCR test to confirm the result, unless the individual develops symptoms. <p>Close contacts who are fully vaccinated, having received 3 doses of the vaccination (plus 14 days) or are aged under 18 years and 4 months, can take daily LFD tests for 7 days instead of isolation - provided the tests are negative and they remain without symptoms. If someone has not received 3 doses of the vaccination, they will need to book a PCR test and even if this is a negative result, they will need to isolate for 10 days.</p>	2	4	8	

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	<p>There is no requirement for children under 5 years of age and other children who for medical reasons are unable to test or are exempt, to receive a negative PCR Test.</p> <p>Staff, children, and young people are strongly encouraged to inform their schools of any positive tests when reporting absences.</p>				
<p>LFD Testing</p> <p>Asymptomatic individuals being present in school</p>	<ul style="list-style-type: none"> All staff working within your school to be offered LFD (Lateral Flow Device) testing, twice per week. (The programme is voluntary) Regular testing is only for individuals without symptoms – those with symptoms must continue to follow the usual guidance. Consent is required prior to receiving testing kits. Due to the emergence of the Omicron variant and the potential risk of reinfection, individuals who have tested positive for COVID-19 by PCR within 90 days should now still be encouraged to continue to participate in routine asymptomatic LFD testing including testing in schools. School Management team to manage and promote the LFD testing programme. School Management to ensure that clear instruction is provided to all those receiving tests on how to report their test results. All users to receive a step-by-step guide for COVID-19 self-testing with test packs. 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. Non-reporting is to be discouraged. School Management should use the NHS test and Protect letter template to distribute to staff, providing information regarding the Testing Programme (Include Privacy notice) To ensure alignment with wider society the requirement has now been updated to physical distancing of at least 1m, however schools are encouraged to maintain 2m physical distancing arrangements that work well and do not limit capacity. Members 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 wherever possible. Staff must maintain physical distancing of at least 1m and wear face coverings when collecting kits. Staff should be encouraged to continue to maintain 2m physical distancing wherever possible. If you receive a kit that is damaged DO NOT USE IT and request another, Kits are to be taken home and used twice per week. Individuals must register positive, negative, and void results on a web-based portal with the results shared with NHS Test and Protect. www.gov.uk/report-covid19-result 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 www.gov.uk/report-covid19-result or phone 0300 303 2713 and follow the guidance above for positive cases. Appropriate advice will be given by Test and Protect on confirmation of a positive test. Test and Protect will inform any close contacts identified. 	2	4	8	

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	<ul style="list-style-type: none"> 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. 				
<p>Exposure to COVID-19</p> <p>Staff member with prescribed underlying medical condition</p>	<ul style="list-style-type: none"> Individual Risk Assessment undertaken for those individuals at the highest risk. Find advice about individual risk assessments and the COVID-Age tool on gov.scot at: https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-individual-risk-assessment-for-the-workplace/. It is currently safe to go into work if you cannot work from home and it is safe to use public transport. Information on who is considered to be at highest risk is available at Coronavirus (COVID-19): shielding advice and support - gov.scot (www.gov.scot) along with advice and support for this group, including attending work and school. All staff must maintain at least 1-metre physical distancing (retain 2 metres wherever possible) from other staff and pupils at all times. Staff with medical conditions and identified as a person "at extremely high risk of severe illness" must now follow the same rules as the general public. Advice provided to staff on symptoms, self-isolation, and physical distancing circulated via Health & Safety updates or on the Health & Safety tile in GLOW. 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. Staff instructed to wash hands before and after eating or drinking. Staff showing symptoms advised to stay at home. Managers/Supervisors to keep in touch with staff working from home with a consideration towards support of their wellbeing. The most up-to-date guidance can be obtained from NHS Inform. 	1	5	5	
<p>Exposure to COVID-19</p> <p>Pregnant Staff member</p>	<ul style="list-style-type: none"> All pregnant women are recommended to have the vaccine. Refer to OD&HR Guidance Note – Pregnancy and COVID-19 Update (26 January 2021). School staff who are pregnant at any gestation must have a workplace risk assessment with their school/local authority and occupational health team. All pregnant women who are vaccinated should undergo a risk assessment in the workplace and continue to work if it is safe to do so. Pregnant women who are unvaccinated at any gestation should take a more precautionary approach in light of the increased risk. Non vaccinated or not fully vaccinated women who are pregnant have an increased risk of becoming severely ill and of pre-term birth if they contract COVID. Schools and local authorities should undertake a workforce risk assessment and, where appropriate, consider both how to redeploy these staff and how to maximise the potential for homeworking, wherever possible. If risks cannot be removed or managed, the employee should be offered suitable alternative work or working arrangements. 	1	5	5	

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	<ul style="list-style-type: none"> Royal College of Obstetricians and Gynaecologists advice to keep the risk of exposure as low as is practically possible to pregnant women, particularly in the third trimester. Pregnant employees can continue to attend work, including a workplace, if the risk assessment advises that it is safe to do so. At or just before the 28-week gestation period, the workplace risk assessment must be reviewed and updated. Within the workplace, Managers must ensure that the pregnant employee is able to strictly adhere to at least 1-metre physical distancing (2 metre recommended). 				
Exposure to COVID-19 Non wearing of Face Coverings (non-Compliance)	<ul style="list-style-type: none"> Face coverings to be worn by staff 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). Other than where schools are using ELC models and guidance in the early stage (p1-p2), where adults cannot keep 1 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. Signage in place throughout the school to re-enforce the need for physical and hygienic controls in respect of Covid-19. Regular communication to discuss what is going well, concerns, suggestions, risk assessment, Health and Safety rep to be present. Physical distancing measures are being adhered to by staff. Reporting of any breaches to management. Head Teacher will allocate a suitable member of staff to ensure compliance with control measures. 	3	4	12	
Exposure to COVID-19 Transmission between Staff	<ul style="list-style-type: none"> Visitors should be limited to those that are necessary to support children and young people or the running of the school. These visitors should look to reduce the number of schools visited and to limit their contact time with children and young people. They should also take regular lateral flow tests when asymptomatic. Consideration should be given to the provision of this support by virtual means as appropriate. Face coverings to be worn by adults 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). Other than where schools are using ELC models and guidance in the early stage (p1-p2), where adults cannot keep 1 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. At least 1 -metre Physical distancing between adults not from the same household should be maintained at all times – (retain 2 metres wherever possible). Staff must read and act on advice as provided. Handwashing facilities and hand sanitisers are available. Instructions on good hand washing procedures clearly displayed. 	2	4	8	

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	<ul style="list-style-type: none"> Staff instructed to wash hands before and after eating or drinking. Advice provided to staff on symptoms, self-isolation, and physical distancing circulated via Health & Safety updates or on the Health & Safety tile in GLOW. 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. 				
Exposure to COVID-19 Transmission between Staff / INSET days / Meetings	<ul style="list-style-type: none"> INSET / training days should be carried out remotely where possible. Staff meetings can take place providing that a minimum of 1m physical distancing (retain 2 metres wherever possible) is maintained between adults and face coverings are worn at all times. There is no compulsion to attend face to face meetings. Schools should provide staff with other means of attendance, such as, meeting in smaller groups, online attendance or meeting outside. All mitigations in relation to hand hygiene should be adhered to. Strong consideration should be given to whole group/ physical meetings taking place using smaller groups, online or outside. 	1	4	4	
Exposure to COVID-19 Transmission between Staff & pupils and between pupils & pupils	<ul style="list-style-type: none"> As for Transmission between staff plus: - Pupils do not need to wear a face covering unless they wish to do so. Adults teaching P1-P2 pupils that are following the ELC play based model do not require to wear face coverings when interacting with children in that class unless they wish to do so. Pupils do not need to 1 metre physically distance. At least 1-metre Physical distancing between adults and pupils should be maintained wherever possible – (retain 2 metres wherever possible). Pupils displaying symptoms of Covid-19 on entry to school will be advised to go home along with their siblings. 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. Pupils instructed on good hand hygiene. 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. Movement around the school should be minimised. Staggered times for outdoor activities and school break times where possible. Designated toilet for each pupil group should be identified where possible. Signage and poster to remind pupils and staff of control measures. Advice provided to staff on symptoms, self-isolation, and physical distancing circulated via Health & Safety updates or on the Health & Safety tile in GLOW. 	2	4	8	
Exposure to COVID-19 Transmission between Staff and parents/	<ul style="list-style-type: none"> 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. Parents and carers not permitted access into school buildings, unless this has been previously agreed and strictly necessary for example, where there are concerns about individual children 	2	4	8	

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carers	<p>transitioning from ELC to P1 or to collect a sick child if the child cannot be brought to the door. Any such visits should be risk assessed.</p> <ul style="list-style-type: none"> • Communication with parents where possible via phone or electronic media or held outside. • Parents instructed to follow advice provided to pupils and parents/carers on symptoms, self-isolation, and physical distancing. • Parents and carers, where possible to leave children at the school gate. • Signage provided to reinforce instruction. • Parents to wear face coverings when dropping off and collecting their children. • Consider multiple drop off and pick-up points to avoid congestion. 				
Exposure to COVID-19 Transmission between Staff, pupils, and contractors (Essential Works)	<ul style="list-style-type: none"> • As for Transmission between staff plus: - • All contractors to wear face coverings in School at all times. • 1 metre physical distance must be maintained at all times (retain 2 metres wherever possible). • Only contractors on the approved term contractor list will be used in schools. • 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. • Call outs, Statutory Maintenance Inspections to continue. • If essential work is required, this should be co-ordinated and agreed between the school and the Repairs Team prior to visit taking place. • Contact tracing details for Test & Protect are required of all workers. • All areas not deemed to be essential must be made off limits. • All contractors will be provided with clear instruction on school's policy with regards to mitigating COVID-19 risks • 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. 	1	4	4	
Transmission between staff/pupils and contractors (non-essential works)	<ul style="list-style-type: none"> • All non-essential building, maintenance etc., works can take place however schools must ensure contractors follow the appropriate schools Covid mitigations at all times. 	1	4	4	
Exposure to COVID-19 Transmission from surfaces	<ul style="list-style-type: none"> • Daily cleaning of classrooms, toilets and regularly touched hard surfaces (doors, door handles, banisters, etc.) to be carried out by Facilities Management Team. • Bins emptied daily. • Wipes to be made available for cleaning by teachers and pupils. • All areas not deemed to be essential must be made off limits. • The shared handling of jotters, textbooks, paper scripts etc should be avoided where possible. Electronic alternatives should be used to support assessment and learning & 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. 	2	4	8	

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	<ul style="list-style-type: none"> Careful hand washing with soap and warm water/use of alcohol-based hand sanitiser before and after handling textbooks, jotters (or other pieces of equipment) mitigates the need for quarantine for 72 hours before, and 72 hours after. Staff to avoid physical contact with other members of staff, pupils, or visitors wherever possible. Staff to maintain good hand hygiene and receive information and training (if necessary). Soap and warm water (cold if hot is not available) to be provided. 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. Specific risks of hand sanitiser assessed where access to vulnerable individuals and use in potentially flammable environments. Staff encouraged to utilise handwash facilities regularly. Adequate supplies of soap, paper towels and hand sanitiser available at all times Manufacturers Safety Data Sheets for sanitiser and handwash readily available. 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. 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. 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). Please see, NHS How to Wash Hands Video guide and how to use alcohol based hand rub Head teachers ensure there is a suitable supply of PPE and cleaning products available at all times. 				
Exposure to COVID-19 Transmission from workstations (computer, mouse, keyboard, and desk) to staff and pupils?	<ul style="list-style-type: none"> See Transmission between staff/ staff and pupils plus: - Where possible movement of individuals between workstations is minimised. Staff instructed to clean shared workstations with antibacterial spray or wipes before and after use. Depending on age range of pupils, staff may have to clean pupil areas for them. 	2	4	8	
Exposure to COVID-19 Transmission from staffroom surfaces, food plates and utensils to staff	<ul style="list-style-type: none"> Staff Breaks should be staggered where possible. Staff should always maintain at least 1-metre physical distancing in staffrooms (retain 2 metres wherever possible) Staff rooms are cleaned daily by council facilities Management staff Staff instructed to: - <ul style="list-style-type: none"> Wash and dry used crockery and utensils using warm soapy water. Wash their hands before and after eating, drinking, or smoking. Not share food. 	2	4	8	

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Exposure to COVID-19 Additional Support needs Pupils and Personal Care	<ul style="list-style-type: none"> Pupils to be made to understand the precautions that are in place to their level of understanding. Where possible activities and care plans are adapted to include Physical distancing. 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). Head teachers ensure there is a suitable supply of PPE and cleaning products available. Staff to follow safe working procedures for the provision of intimate care. 	2	5	10	
Outbreak Management	<ul style="list-style-type: none"> The definitions of clusters and outbreaks are unchanged. However, schools are no longer to contact Health Protection Teams to notify them of every single confirmed case in a school setting. Single cases will be identified by Test & Protect and close contacts will be identified by them too. 	1	4	4	
Reduced number of staff due to self- isolation and/or illness	<ul style="list-style-type: none"> Suitable ratios must always be adhered to with a minimum of 2 adults remaining in the facility. Care Inspectorate ratios are defined as: - <ul style="list-style-type: none"> 2-3yrs - 1 Adult: 5 pupils 3-8yrs - 1 Adult: 8 pupils 8 yrs+ - 1 Adult: 10 pupils GTCS staff are still able to supervise the number specified in their registration, however wherever possible, numbers should be kept to a minimum Source suitable trained staff from other schools and/or services. Reallocate pupils to another school. Schools can apply for an exemption to allow critical / essential workers to volunteer to leave self-isolation and return to work, in certain limited circumstance, to allow vital services to continue. Refer to Coronavirus (COVID-19): Test and Protect - gov.scot (www.gov.scot). Stop Provision of service if sufficient staff cannot be sourced. 	2	4	8	
Lack of personal information for Test & Protect purposes	<ul style="list-style-type: none"> 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. All relevant emergency contact details should be obtained / maintained of all pupils using the key worker hubs. 	2	4	8	
Music/Singing. Teaching Practical subjects, Transmission of Covid-19 (As per Education Scotland Guidance)	<ul style="list-style-type: none"> Activity indoors and outdoors is permitted with appropriate mitigations including ventilation. Safety mitigations should continue to apply in relevant settings where these activities are taking place (e.g., good ventilation, enhanced hygiene, etc.). There should be no sharing of brass or wind musical instruments between learners unless these instruments are thoroughly cleaned. 	2	4	8	

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Cooking Teaching Practical subjects, Transmission of Covid-19 (As per Education Scotland Guidance)	<ul style="list-style-type: none"> As for Transmission between Staff and pupils and between pupils plus: - If you do not have mechanical ventilation, refer to control measures detailed below in the Ventilation section. Food items handled and stored carefully. A minimum amount of handling is recommended. Regular touch-point clean in place, including work surfaces (following practical activities), cupboards, door handles, sinks and taps. Sprays and wipes available to enable touch point cleaning to take place. Handwashing facilities and soap available to enable good hand hygiene. Where possible all equipment required for the lesson should be made available for each station to minimise pupil movement around the room. Dishes, utensils, etc. are washed in a dishwasher, using the warmest water settings. Cloths, aprons, towels, etc. should only be used once and should be washed daily, at 60 degrees where possible. A teacher demonstration area should be created that maintains at least 1 metre physical distancing (2 metres wherever possible). 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. 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. 	2	4	8	
PE Teaching Practical subjects, Transmission of Covid-19 (As per Education Scotland Guidance)	<ul style="list-style-type: none"> Non-contact, group physical activities and sports can take place indoors and outdoors. If changing rooms are used: Changing rooms should be well ventilated, at least 1 metre physical distancing maintained (retain 2 metres wherever possible) and close attention to cleaning surfaces after use. Alternatively, if you decide not to use Changing rooms: 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. For all physical education, particular attention should be paid to ensuring effective ventilation, good hygiene, and sanitising of shared equipment. Refer to Education Scotland COVID-19: Return to educational establishments - Physical Education Guidance. 	2	4	8	
Changing/shower areas – Transmission due to inability to physical distance/contaminated surfaces	<ul style="list-style-type: none"> If changing rooms are used: Reduce the number of users at one time. Introduce one-way system where practicable and possible. Use of signs/markings on ground/floors to allow at least 1-metre physical distancing to be encouraged. Posters displayed to raise awareness of coronavirus symptoms and NHS/Government guidance and personal hygiene and laundry. Introduced staggered start and finish times to reduce the numbers using at one time. Provide wash stations/hand sanitiser (minimum 60% alcohol content) at the entrance/exit. Allow hands to dry before touching surfaces. 	2	4	8	

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	<ul style="list-style-type: none"> Frequently used areas cleaned frequently i.e., shower heads, shower buttons, benches, lockers doors etc. Provide suitable and sufficient bins and ensure they are regularly emptied. Ensure ventilation is adhered to for this area. If changing rooms are not in use: 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 				
Ventilation within buildings during colder weather.	<ul style="list-style-type: none"> 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. Providing adequate ventilation does not mean classrooms need to be cold. Classrooms should maintain a temperature of at least 17 degrees. 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. CO2 monitoring programme can help building users make judgements to achieve an appropriate balance between ventilation and warmth in school buildings, for example by assessing the extent to which window opening is required in specific spaces to maintain levels of CO2 that are consistent with good ventilation. 	3	4	12	
Air conditioning, use of fans - Lack of natural ventilation in confined spaces increased risk of spread of Covid-19	<ul style="list-style-type: none"> All schools must have CO2 monitoring for all teaching spaces, (instructions of use have been provided to all schools). Meetings should not be taking place within the building with parents, electronic methods used unless there is a specific need to speak to a parent 1:1. Wherever possible natural ventilation should be used within all areas. 	2	4	8	

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via air con or use of fans.	<ul style="list-style-type: none"> The opening of doors and windows, where is safe to do so is encouraged to increase natural ventilation and to reduce contact with door handles. This should not include fire doors. Do not use desk or ceiling fans in poorly ventilated areas Assemblies should not take place. Use of phone conferencing, skype, teams, e-mails, etc. to keep in touch. 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. PEP reviewed air conditioning systems to ensure suitable functionality. Fresh air from opened windows encouraged where able, safe, and suitable to do so. 				
Driving council vehicles (pool cars) during work – risk of transmission from potentially contaminated surfaces	<ul style="list-style-type: none"> Staff must only travel when essential to do so. Use of council vehicles for work purposes, wherever possible. As per Driving during/to place of Work procedure: <ul style="list-style-type: none"> Staff to complete pre-employment questionnaire to ensure they meet the legal requirements to drive day and evenings. All staff to registered on the Davis system, ensuring driving license and insurance are valid. Members of staff to complete Driver Awareness Flo training before council vehicles/personal vehicles can be used for work activities. Antibacterial wipes provided to clean each car Cars deep cleaned when necessary – contact Transport Cell. Guidance from fleet provided in all council owned vehicles. – staff to read and follow. Hand hygiene followed before and after use of car – hand gel provided. 	2	4	8	
Drop off – Pick up External Areas /Entrances– Risk of Transmission	<ul style="list-style-type: none"> Congregation at entrances/exits -strongly discouraged and enforced. 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. Parents and carers, where possible to leave children at the school gate. 2-metre markings to be retained however current advice is 1m. External areas reviewed for pinch-points. Arrival/departures and drop-off points safely managed and co-ordinated on site. Signage displayed at gates/entrances to show any varying arrangements for access. Staggered times for outdoor activities and school break times. 	1	4	4	
Building access and egress	<ul style="list-style-type: none"> Parents and carers not permitted access into school buildings, unless this has been previously agreed and strictly necessary for example, where there are concerns about individual children transitioning from ELC to P1 or to collect a sick child if the child cannot be brought to the door. Any such visits should be risk assessed. 				

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		L 1-5	C 1-5	Overall 1-25	
	<ul style="list-style-type: none"> Communication with parents where possible via phone or electronic media or outside. Where possible, essential contractor work will be rescheduled i.e., night times/weekends to avoid overlapping with others. Introduce staggered start and finish times to reduce congesting/bottlenecking long queues outside of the school. Post clear signage for route guidance and hand hygiene for staff and pupils to follow. Use of signs/markings: <ul style="list-style-type: none"> On ground/floors to allow 2-metre physical distancing to be adhered to. To raise awareness of coronavirus symptoms and NHS/Government guidance. Have designated entrance(s)/exit(s) for teams of staff, where practicably possible. 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. Physical distancing and site guidance on physical distance should be explained to visitors on or before arrival. The number of visitors limited at one time and restrict access to required visitors only and they must sign in for track and trace. 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. 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. Where possible, allocate a member of staff to monitor compliance. 	1	4	4	
Increased Risk of Transmission due to footfall in Reception Areas due to inability to practice physical distancing	<ul style="list-style-type: none"> Only essential staff and visitors allowed to enter building and clearly communicated to staff and potential visitors. Furniture, equipment, books, and toys removed from reception areas that cannot be easily cleaned and are not essential. Physical distancing and screen provided at reception to safeguard staff. Layout enables at least 1-metre physical distancing (retain 2 metres wherever possible). Controlled access in place for entry into the building. Process in place for dealing with mail. Signing in/out – people encouraged to use own pens and leave contact information for test and protect purposes. Alcohol Sanitiser and anti-viral wipes provided at reception. Increased cleaning of hotspot areas Staff capacity/distancing arrangements reviewed within reception area for staff. 	1	4	4	
Increased risk of Transmission due to footfall in building elevators/lifts due to	<ul style="list-style-type: none"> Avoid using the elevator/lift, use stairs where possible. Travel in the elevator/lift alone, where possible. Use knuckles or pen to operate the elevator/lift. 				

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inability to practice physical distancing	<ul style="list-style-type: none"> Maximum of two persons riding the elevators/lift at one time, where possible. Arrangements in place for staff to accompany pupils with additional needs. Provide floor markings to show users where to stand. Users to face opposite ways from each other. Wash station/hand sanitiser (minimum of 60% alcohol content) provided at the door. Ensure the elevator/lift is subject to a robust cleaning regime, and cleaned on a more regular basis, especially the controls. Ensure the elevator/lift is accessible to those with disabilities to comply with the Equality Act 2010. 	1	4	4	
Pinch-points for people circulating reducing ability to physically distance (e.g., small foyers / negotiating doors in confined areas, break and dinner times, access to/from toilets, blind spots/narrow corridors)	<ul style="list-style-type: none"> Utilise knuckle (or pen) to press buttons and switches. Pinch-points in building reviewed and additional signage/visibility or reduced numbers put in place to control any compromised physical distancing. Shift changes/start, and finish times and breaks co-ordinated and managed in team and across building. Mirrors provided to increase visibility where there are blind spots in high circulation areas. One-way system put in place where practicable in pinch-point areas and where physical distancing not possible in corridors. Areas that cannot enable physical distancing to have been excluded from use or access reduced. 	2	4	8	
Welfare facilities – risk of transmission due to inability to practice physical distancing and potential inadequate capacity	<ul style="list-style-type: none"> PEP reviewed provision of toilets and handwash basins to assess capacity for projected building use and to ensure physical distancing. Reduce the number of users at one time (allocate staff to enforce, where possible). Use of floor signage/markings maintained to ensure a 2-metre distance is encouraged Wash hands after use following the good hand hygiene guidance. Provision of hand towels and bin (must be hands-free lidded design) provided rather than use of dryers during sustained transmission. Increase the frequency of cleaning/sanitising, particularly handles, flush, locks, taps etc. Ensure bins provided are suitable and sufficient, these should be emptied regularly, double bagged and not allowed to overflow. Posters displayed for correct handwashing technique. 	1	4	4	
Dining Hall/ Staff rest areas – Risk of transmission due to large volumes of staff/pupils	<ul style="list-style-type: none"> Encourage staff to bring their own food and drink. Where possible, have separate entrance(s) and exits(s). Introduce a one-way system to be followed by all where required and practicable. Provide wash stations/hand sanitiser (minimum of 60% alcohol content) at entrance/exit. Allow sanitiser to dry before touching any surfaces. Retain signs/markings on ground/floors to allow 2-metre physical distancing to be adhered to Introduce staggered breaks if possible. Drinking water made available and the dispenser is subject to increased regular cleaning. 				

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	<ul style="list-style-type: none"> Encourage staff, pupils, and visitors to take breaks in safe outside space. Create extra space, if possible, by utilising unused offices etc. for breaks. Regularly clean surfaces i.e., tables, counters, and kitchen utilities etc. These should be cleaned after each use. 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. Allocate compliance monitoring to staff working in canteen/rest areas. Staff and pupils encouraged to wash hands before and after eating and drinking – (Posters displayed for handwashing and maintaining kitchen cleanliness.) 	2	4	8	
Work Area/Classroom Increase risk of transmission due to working in close proximity to others.	<ul style="list-style-type: none"> PEP reviewed workplace layout plans/provided advice where adjustments are required, in consultation with Lead Occupier and building users. 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. Use of screening in between workstations to reduce contact in office areas. Adapt the workplace layout to maintain 2-metre distancing wherever possible (at least 1 metre required). Discourage / reduce shared workstations and equipment where possible. Retain floor tape to mark 2-metre physical distance. Manage occupancy levels to enable physical distancing, desks, and other furniture to be moved where possible to allow this. Where possible, have a separate entrance and exit. Introduce a one-way system for staff to follow in compromising areas. Person appointed to review/timely order stock of sanitiser for hands and anti-viral wipes for surfaces and equipment. Wash station/hand sanitiser (minimum of 60% alcohol content) made available at entrance/exit. Allow hands to dry before touching surfaces. Ensure staff clean workstation before and after use. Provision of anti-viral wipes and/or spray for computing equipment and desks, mobile phones. Ensure ventilation guidance is adhered to 	2	4	8	
First Aid Procedures – Risk of transmission whilst carrying out first aid.	<ul style="list-style-type: none"> Lead occupier reviewed first aid risk assessment including availability of first aiders/emergency responders in line with latest occupancy and use. 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. Where possible, ask the injured/ill person to carry out the treatment i.e., pinch nose during nosebleed. Information can be found on CHASM/GLOW in the First Aid at Work Standard. Additional COVID-19 guidance issued to first aiders and provided in first aid kits. Link available: GLOW First Aid During COVID-19 community transmission First Aiders to monitor and review ongoing stock levels and request additional supplies, as required. 	1	4	4	

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<p>Cleaning</p> <p>– Risk of Transmission through contaminated surfaces, clothing, and PPE.</p>	<ul style="list-style-type: none"> Headteachers with the support of their Building Facilities Assistants staff ensure sufficient supplies of PPE and cleaning products are held in stock at all times. Risk Assessments should already exist for children with more complex needs and staff usage of PPE. Aerosol Generating Procedures – there are a small number of medical procedures which increase the risk of transmission through aerosols being transferred from patient to the care giver. Care givers will have been given specific knowledge of this in their training and the use of PPE. Reduce need to share work equipment where practicable. Cleaning specification requirements including Hot Spot areas identified and agreed with the Facilities Management team. Cleaning procedures in place for all goods and merchandise coming into the building. 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. 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. Cleaning schedule to be made available to managers. Where required staff to receive information, instruction, and training on the safe donning, doffing and use of PPE including the safe disposal. – <u>poster</u> and <u>video</u> (links to GLOW information). PPE <u>guidance</u> available on GLOW. Staff to wash hands before use and after removal of each PPE, following good hand hygiene procedures. Workspaces to be cleaned and personal belongings removed at the end of the shift. Use of high-touch items and equipment to be limited/restricted i.e., printers/whiteboards. Staff cleaning after a known case of COVID-19 has been in the building to follow <u>Government guidance</u>. 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. Contaminated reusable clothes should be washed separately and at 60-degree wash temperature. 	2	4	8	
<p>Fire Safety During COVID-19</p>	<ul style="list-style-type: none"> Fire Risk Assessment undertaken and reviewed regularly. There should be statutory testing of fire alarm systems, fire extinguishers and emergency lighting. In the event of a fire alarm activation, the existing fire evacuation plan to be complied with where possible. Where essential staff are missing, Head Teachers to ensure that actions of the existing fire evacuation plan are reallocated to staff on site (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!). Fire doors that are not on automatic closers are NOT wedged open and must remain closed. Fire exit routes must always be clear to aid rapid evacuation. Pupils and staff unfamiliar with the site to be informed of the fire safety arrangements. 	1	5	5	

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	<ul style="list-style-type: none"> Regular fire drills will be held. During a planned drill, physical distancing wherever possible should be maintained at Muster points once the building has been evacuated. Personal Emergency Evacuation Plan's (PEEP's) to be created if required and communicated to all relevant staff. Current PEEP's to be updated in light of changes to evacuation procedures. General Emergency Evacuation Plan in place for the school. Good housekeeping to ensure fire exits and means of escape are free from obstructions. Maintain accurate and up to date registers for children and staff for fire drills/emergency evacuation. 				
Increased risk of lone working due to reduced staff numbers	<ul style="list-style-type: none"> Refer to the current lone working procedure for your own building Lone Working procedure reviewed and updated as is necessary. 	1	4	4	
Increased risk of Transmission on School Transport	<ul style="list-style-type: none"> Adequate ventilation in place. Regular effective cleaning of the school bus in place. Existing arrangements for cleaning, hygiene and ventilation on school transport should continue and they remain important mitigations. The use of active travel routes by parents/carers, staff and children and young people should be encouraged. Walking and cycling, scooting, wheeling etc should be strongly encouraged. In view of the potential for capacity constraints on public transport to impact on children and young people's ability to attend school, all sustainable and active travel modes should be considered. If bikes are stored in bike sheds/racks consideration should be given to the cleaning of these areas and to reducing time spent at the bike stores/shed. 	2	4	8	
Risk of Transmission During School / Assemblies	<ul style="list-style-type: none"> Schools should avoid assemblies and other types of large group gatherings. Minimising contacts through the use of groupings should be reintroduced in indoor spaces where practicable to reduce transmission of the virus. (e.g., a whole class in primary school) Consideration should be given to ensuring clear demarcation in large indoor areas with separation between the areas in which different groups learn. 	2	4	8	
Outdoor Play – Risk of Transmission of Covid-19	<ul style="list-style-type: none"> Staff aware of the need to physically distance at least 1 metre (2 metres wherever possible) from other staff and pupils. Children to wash their hands with soap and water before and after outdoor activities. Encourage outdoor play, virus transmission is lower risk outdoors if suitable arrangements are in place. All outdoor play activities are appropriately supervised. 	1	4	4	
Risk of Transmission on School Day Trips	<ul style="list-style-type: none"> Coronavirus (COVID-19): school visits and trips - gov.scot (www.gov.scot) All school day visits can recommence subject to appropriate risk assessments being carried out subject to meeting all Covid-19 mitigations. Any travel arrangements follow latest guidance as set out in the Scottish Government's Coronavirus (COVID-19): guidance on reducing the risks in schools. 	2	4	8	

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	<ul style="list-style-type: none"> Adherence to Covid protocols at the destination. Groupings should be maintained for the duration of the trip. Pre-visit testing for staff and pupils is strongly recommended. 				
Risk of Transmission on School Residential Trips (Including other parts of the UK)	<p>Schools and local authorities have autonomy in planning residential visits, however educational visits that necessitate an overnight stay but where the residential aspect is not central to the learning experience are not currently advised.</p> <ul style="list-style-type: none"> Coronavirus (COVID-19): school visits and trips - gov.scot (www.gov.scot) - School residential visits to outdoor education centres can recommence subject to: Visits only allowed when virus Covid-19 Protection Levels 0, 1 and 2 at both the school and destination. Appropriate risk assessment undertaken to ensure that it is safe and appropriate to visit the destination of choice. Any travel arrangements follow latest guidance as set out in the Scottish Government's Coronavirus (COVID-19): guidance on reducing the risks in schools. Relevant school Covid-19 protocols are maintained during the visit. Washing and toilet facilities reserved for single person use at any one time. Enhanced cleaning in between visits. Groupings should be maintained for the duration of the trip. Pre-visit testing for staff and pupils is strongly recommended. 	3	4	12	
Risk of Transmission on International School Trips	<ul style="list-style-type: none"> Schools must not undertake international visits for the remainder of the academic year 2021/22. 	1	1	1	

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Assessor Name	Elizabeth Duncan	Job Title	Head Teacher	Signature	<i>Elizabeth Duncan</i>	Date	7.1.22
Managers Name	Elizabeth Duncan	Job Title	Head Teacher	Signature	<i>Elizabeth Duncan</i>	Date	7.1.22
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	