

RISK ASSESSMENT FORM

RA REF NO:	COVID-019	TITLE OF TASK ASSESSED:	Dalbeattie Primary School COVID-19 - P1-7 Reintroduction (31 March 2022) v9	DIRECTORATE:	Skills Education and Learning
SERVICE:	Schools	STAFF GROUP:	All staff attending building	DATE:	31 March 2022

WHO IS AT RISK		SPECIFIC INFORMATION	LOCATION(S)	
Staff	<input checked="" type="checkbox"/>	This Risk Assessment has been produced to take into account mitigations against contracting COVID-19 in our schools. Scottish Government has provided a replacement diet of guidance and information that supersedes the "reducing risks in school guidance" This risk assessment follows the new guidance that takes effect from Easter until the end of the summer school term. The risk assessment should be amended to reflect the current procedures within your school. Should you wish to leave mitigates in place that is a decision that is to be made by the school management team. This risk assessment outlines the minimum mitigations that should be in place.	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 – E liminate, R educe, I solate, C ontrol and then P PE. 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	
Exposure to COVID-19 Individuals not being Vaccinated	<ul style="list-style-type: none"> All schools should encourage staff who have not received both does of the vaccination to seek vaccination as soon as possible, following the recommended gap between doses. 	2	4	8	

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Exposure to COVID-19 People with Symptoms, are household contacts or testing positive (either PCR or Lateral Flow)	<ul style="list-style-type: none"> 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. Positive Cases (regardless of vaccination status) <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. 	2	4	8	
Exposure to COVID-19 Pregnant Staff member	<ul style="list-style-type: none"> Pregnant staff that come into contact with someone who is COVID-19 positive should follow the same advice as the rest of the population. All pregnant women are recommended to have the vaccine. 	1	4	4	
Exposure to COVID-19 Non wearing of Face Coverings (non-Compliance)	<ul style="list-style-type: none"> Teachers must wear face coverings throughout indoor communal areas and when moving around the school building, and this be enforced unless they have a medical exemption. 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. Pro-active monitoring via external compliance checks to ensure that all the school controls relating to face covering wearing / physical distancing measures are being adhered to by staff. Reporting of any breaches to management. 	2	4	8	
Exposure to COVID-19 Transmission between Staff	<ul style="list-style-type: none"> There are no restrictions on supply staff, other professionals or visitor in general entering schools. At least 1-metre physical distancing should be in place where possible – (retain 2 metres wherever possible). All visitors will be expected to comply with the school's routine measures. 	2	4	8	
Exposure to COVID-19 Transmission between Staff / INSET days / Meetings	<ul style="list-style-type: none"> INSET / training days / meetings can now take place. 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. All mitigations in relation to hand hygiene should be adhered to. <p>Consideration should be given to whole group/ physical meetings taking place using smaller groups, online or outside.</p>	1	4	4	

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Exposure to COVID-19 Transmission between Staff & pupils and between pupils & pupils	<ul style="list-style-type: none"> Any young person or staff member who wishes to wear a face covering in the classroom should be fully supported in doing so. Face coverings should continue to be worn by all adults in indoor communal areas (unless they have a medical exemption). Adults must physically distance throughout the school – at least 1metre (retain 2 metres wherever possible). Advice provided to staff on symptoms, self-isolation, and physical distancing circulated via Health & Safety updates or on the Health & Safety tile in GLOW. Pupils displaying symptoms of Covid-19 on entry to school will be advised to go home along with their siblings. 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. 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. Signage and poster to remind pupils and staff of control measures. All pupils should wash/sanitise their hands when coming back into the building from outside at break + lunch. 	2	4	8	
Exposure to COVID-19 Transmission between Staff and parents/ carers	<ul style="list-style-type: none"> There are no restrictions on parents, carers or wider family members entering school buildings but will be expected to comply with the schools' routine measures. Signage provided to reinforce instruction. 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)) 	2	4	8	
Exposure to COVID-19 Transmission between Staff, pupils, and contractors (Essential Works)	<ul style="list-style-type: none"> All works required by contractors with the school can take place providing with the expectation that the contractor complies with the schools' routine measures. 	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 for cleaning desks etc. All areas not deemed to be essential must be made off limits. 				

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	<ul style="list-style-type: none"> 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. 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. Adequate supplies of soap, paper towels and hand sanitiser available at all times. 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. 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 and self-isolation 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 <p>Head teachers ensure there is a suitable supply of PPE and cleaning products available.</p>	2	4	8	
Exposure to COVID-19 Transmission from workstations (computer, mouse, keyboard, and desk) to staff and pupils	<ul style="list-style-type: none"> Where possible, movement of individuals between workstations is minimised. Staff instructed to clean shared workstations with antibacterial spray or wipes before and after use. Pupils to clean their own desk and chair before and after use. 	2	4	8	
Exposure to COVID-19 Transmission from staffroom surfaces,	<ul style="list-style-type: none"> 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 advised to: - 	2	4	8	

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food plates and utensils to staff	<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. 				
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 with the support of their Facilities Management staff, 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	
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 / sanitise 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	
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"> 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. Stop Provision of service if sufficient staff cannot be sourced. 	2	4	8	
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. 	1	4	4	
Ventilation within buildings during colder weather.	<ul style="list-style-type: none"> CO2 monitors should be in place and monitored in all teaching spaces. 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. 	3	4	12	

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	<ul style="list-style-type: none"> Where practical, windows should be opened at least 15 mins prior to the room being used. External doors do not require to be wide open. Partially opening doors and windows to provide ventilation while reducing draughts. Open internal doors or windows to prevent a build-up of stale air. Opening high level windows in preference to low level to reduce draughts. Purging spaces by opening windows, vents, and external doors (e.g., between classes, during break and lunch, when a room is unused, or at other suitable intervals if a space is occupied for long periods at a time) Seating arrangements within the classroom to be reviewed where children have reduced tolerance to cold. Do not locate people directly in a draught for long periods, this may be mitigated by rearranging furniture. Dress codes should be relaxed so that warmer clothing can be worn. Adjust indoor heating to compensate for cold air flow from outside. Further information on ventilation in your building is available from – Tom Higgins, Corporate Landlord Leader, 07712666973 and Brian McQuat, Senior Clerk of Works, 07885891992. 				
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"> All schools must have CO2 monitoring for all teaching spaces, (instructions of use have been provided to all schools). Wherever possible natural ventilation should be used within all areas. 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. 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. 	2	4	8	
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. 	2	4	8	

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	<ul style="list-style-type: none"> 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. 				
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 to remain to ensure at least 1-metre distance is encouraged. Wash hands after use following the good hand hygiene guidance. Provision of hand towels and bin (preferably hands-free lidded) 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"> When not eating all staff must wear face covering and physically distance (at least 1-metre) where possible – (retain 2 metres wherever possible). Retain signs/markings on ground/floors to allow physical distancing to be adhered to Encourage staff to bring their own food and drink. One-way systems are no longer required. Provide wash stations/hand sanitiser (minimum of 60% alcohol content) at entrance/exit. Allow sanitiser to dry before touching any surfaces. Drinking water made available and the dispenser is subject to increased regular cleaning. 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. <p>Staff and pupils encouraged to wash hands before and after eating and drinking – (Posters displayed for handwashing and maintaining kitchen cleanliness.)</p>	2	4	8	
Work Area/Classroom Increase risk of transmission due to	<ul style="list-style-type: none"> Face coverings to be worn in classrooms by adults wherever they cannot keep physical distance with other adults. PEP reviewed workplace layout plans/provided advice where adjustments are required, in consultation with Lead Occupier and building users. 	2	4	8	

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working in close proximity to others.	<ul style="list-style-type: none"> 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 (at least 1-metre) where possible – (retain 2 metres wherever possible). Discourage / reduce shared workstations and equipment where possible. Retain floor tape to mark 2-metre physical distance around teacher's desk. 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. 				
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	
Cleaning – Risk of Transmission through contaminated surfaces, clothing, and PPE.	<ul style="list-style-type: none"> Headteachers with the support of their Building Facilities Assistants 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 Facilities Management 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. 	2	4	8	

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	<ul style="list-style-type: none"> 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. – poster and video (links to GLOW information). PPE guidance 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 Government guidance. 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. 				
General Activities – Risk of transmission whilst carrying out Activities (Drama, PE, Music, and Dance)	<ul style="list-style-type: none"> There are no restrictions on indoor and outdoor drama activity, music, PE, or dance. Routine measures should continue to apply in relevant settings where these activities are taking place (e.g., good ventilation). 	1	4	4	
Building access and egress	<ul style="list-style-type: none"> Transition visits can now resume for children and young people entering P1 or S1 if appropriately risk assessed. 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 at least 1-metre physical distancing to be adhered to. To raise awareness of coronavirus symptoms and NHS/Government guidance. 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. Enforce their use before someone is allowed to enter. Physical distancing and site guidance on physical distance should be explained to visitors on or before arrival. 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	

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	<ul style="list-style-type: none"> Parent Councils and Parent Teacher Associations may again meet on school premises. Such meetings should be risk assessed in advance and attendees should comply with the physical distancing and safety requirements within the school. Where virtual arrangements for these engagements are already in place and working well, the default should be that these should continue to be used. 				
Fire Safety During COVID-19	<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. 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. 	1	5	5	
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"> Existing arrangements for cleaning, hygiene and ventilation on school transport should continue and they remain important mitigations alongside the wearing of face coverings. Adequate ventilation in place. Regular effective cleaning of the school bus in place. 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	

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Risk of Transmission During School Assemblies	<ul style="list-style-type: none">Assemblies and other large gatherings can now take place with appropriate mitigations in place (e.g., physical distancing wherever possible, ventilation, and the use of face coverings where appropriate).	2	4	8	
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.Adherence to Covid protocols at the destination.Pre-visit testing for staff and pupils is recommended.	2	4	8	
Risk of Transmission on School Residential Trips (Including other parts of the UK)	<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.Pre-visit testing for staff and pupils is recommended.	3	4	12	
Risk of Transmission on International School Trips	<ul style="list-style-type: none">International school visits and trips can take place however organisers should consider local circumstances and wider guidance on international travel on a case-by-case basis.Appropriate risk assessment undertaken to ensure that it is safe and appropriate to visit the destination of choice.Pre-visit testing for staff and pupils is recommended.Local authority guidance and procedures in place.Organisers must comply with international travel guidance and should have contingency plans in place to account for potential changes.	2	4	8	

Assessor Name	Elizabeth Duncan	Job Title	Head Teacher	Signature	Elizabeth Duncan	Date	31.3.22
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Managers Name	Elizabeth duncan	Job Title	Head Teacher	Signature	<i>Elizabeth Duncan</i>	Date	31.3.22
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	