**Falkirk route map through and out of the crisis: A framework for reopening schools, early learning and childcare provision in Falkirk**

**Local Phased Recovery and Delivery Plan to support the reopening of schools**

**RISK ASSESSMENT: REOPENING OF SCHOOLS**

**APPLICABLE TO ALL SCHOOLS**

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| **PERSONS IDENTIFIED AT RISK (Direct and Indirect)** Consider those especially vulnerable (young/ inexperienced workers, members of the public, school pupils, the elderly, residents and contractors)  | * Council Staff
* Pupils
* Contractors
* Visitors
 |
| **An Equality & Poverty Impact Assessment** ofprotected characteristics of these persons will be carried our separately  | * Age
* Gender
* Ethnicity
* Poverty
* Disability
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**Version history**

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| --- | --- | --- |
| **Version** | **Date** | **Summary of Changes** |
| V0.1 | 03/06/20 | First draft for C19 Response team |
| V0.2 | 10/06/20 | Draft for issue |

**Risk Assessment Explanatory Notes**

A risk assessment is a careful examination of tasks and activities in the workplace which can cause harm. Managers need to ensure Risk Assessments are carried out for all activities where workplace hazards could affect the health and safety of employees, service users, pupils, volunteers, contractors or members of the public. Risk Assessments should also consider possible damage to property or the environment.

To complete the risk assessment you should understand the following definitions:

**Hazard**: something with the potential to cause harm or damage to someone or something

**Harm:** injury, ill health, psychological harm, industrial disease, death, loss or damage.

**Risk**: the chance or likelihood that a particular hazard could cause harm.

The person carrying out the risk assessment should first identify the hazards arising from the task or activity and the control measures already in place. The risk rating can be calculated using the risk matrix below and appropriate action taken.

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|  **HOW TO CALCULATE THE RISK RATING:** **MULTIPLY the LIKELIHOOD by the SEVERITY e.g.** **Possible (3) X Significant (3) = Risk Rating of (9) =**  **MEDIUM RISK**  |  **Critical /**  **Fatal (5)** |  **Severe (4)** |  **Significant (3)** |  **Marginal (2)** |  **Negligible (1)** | **Severity****Index** |
| **Likelihood Index** |  Highly Probable (5) | **2 25** | **2 20** | **15** | **10** | **5** |
| **Probable (4)** |  **20** | **16** | **12** |  **8** | **4** |
|  **Possible (3)** |  **15** | **12** |  **9** |  **6** | **3** |
|  **Unlikely (2)** |  **10** |  **8** |  **6** |  **4** | **2** |
|  **Very Unlikely (1)**  |  **5** |  **4** |  **3** |  **2** | **1** |
| **HIGH RISK****(10-25)** | **High level of risk. The Health, Safety & Wellbeing team must be consulted prior to the completion of this risk assessment.** |
| **MEDIUM RISK****(5-9)** | **Acceptable level of risk but only if subject to regular active monitoring. Action plan required to reduce risk to as low a level as reasonably practicable.**  |
| **LOW RISK****(1-4)** | **Acceptable level of risk subject to regular passive monitoring.** |
| **Likelihood (L) Index**  | **Severity (S) Index**  |
| **Very unlikely**  | Activities well managed and all reasonable precautions taken. Exposure to the hazard could only occur under exceptional situations. | **Negligible**  | Minor injury not affecting a person’s ability to perform their normal range of activities. |
| **Unlikely**  | Activities generally well managed. Exposure to the hazard limited to occasional lapses in following control measures. | **Marginal**  | Injury or illness preventing a person from performing their normal range of activities for up to seven days. |
| **Possible** | Exposure to the hazard is unlikely under normal conditions but may occur in non‑routine situations. | **Significant**  | Injury or illness preventing a person from performing their normal range of activities for more than seven days.  |
| **Probable** | Insufficient or substandard controls in place. Exposure to the hazard through the action/inaction of individuals may be possible but more likely due to inadequate controls. | **Severe** | Injury or illness specified in RIDDOR.**OR**Activity or its impacts lead to breach of a regulatory or other duty. |
| **Highly Probable** | Under current conditions exposure to hazards is almost certain. | **Critical/ Fatal**  | Death or permanent disability to an individual.  |

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|  | **Hazards identified** | **Risk Rating****(LxS=RR)** | **Considerations to mitigate the risk** | **Note of actions taken to mitigate the risk** | **Status** |
|  | **Reopening of school building & site** |  |  |  |  |
|  | Ensuring the building and grounds are safe and fit for purpose | 3x3=9MEDIUM | Reopening of schools – buildings checklist* Part 1 - to be completed by Developments Services.
* Part 2 - to be completed by Children’s Services Asset Team.
* Part 3 - to be completed by Head of Establishment.
 | * Refer to the checklist for actions that have been completed.

Note: Fire Risk Assessment and Evacuation Procedures must be reviewed, updated and all staff and pupils informed of any changes. | [ ]  Complete[ ]  Work in Progress[ ]  Not applicable in setting |

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|  | **Hazards identified** | **Risk Rating****(LxS=RR)** | **Considerations to mitigate the risk** | **Note of actions taken to mitigate the risk** | **Status** |
|  | **Access to grounds and school building** |  |  |  |  |
|  | Parent/ Carers gather at entrances, exits, car parking or in the school grounds. | 4x3=12HIGH | Physical distancing & hygiene in schools* Section 13 – Drop off and collection arrangements
* Section 14 – Car access to school grounds
* Section 25 – Public Access
* Section 34 – Signage and direction markers
* Section 52 – “at home” Grab n Go lunch provision
 |  | [ ]  Complete[ ]  Work in Progress[ ]  Not applicable in setting |
|  | People accessing main entrances or school receptions (including contractors & deliveries) breaching physical distancing guidelines. | 2x3=6MEDIUM | Physical distancing & hygiene in schools* Section 15 - Parent/ Carer access to the school building.
* Section 25 - Public access to school grounds during the school day
* Section 32 – Reception arrangements
* Section 34 – Signage and direction markers
 |  | [ ]  Complete[ ]  Work in Progress[ ]  Not applicable in setting |
|  | The start and end of the school day create risks of breaching physical distancing guidelines. | 4x3=12HIGH | Physical distancing & hygiene in schools* Section 13 – Drop off and collection arrangements
* Section 27 – Home to school transport
* Section 28 – On arrival
* Section 29 – Late arrivals
* Section 30 – At the end of the school day
* Section 31 – Late pick ups
* Section 35 - Cloakrooms
 |  | [ ]  Complete[ ]  Work in Progress[ ]  Not applicable in setting |
|  | Available capacity of the school is reduced when physical distancing guidelines are applied. | 3x3=9MEDIUM | Physical distancing & hygiene in schools* Section 34 – Signage and direction markers Section 42 – Set up

Other considerations* Agree the number of pupils who can attend the premises on any given day to enable compliance with physical distancing rules
* Agree new timetable and arrangements confirmed for each year group
* Identify learning spaces other than classrooms within the school to accommodate pupils
* Set arrangements in place to support “at home” pupils when not at school.
 |  | [ ]  Complete[ ]  Work in Progress[ ]  Not applicable in setting |
|  | Movement around the school risks breaching physical distancing guidelines | 3x3=9MEDIUM | Physical distancing & hygiene in schools* Section 33 – Movement
* Section 34 – Signage and direction markers
* Section 50 – Intervals
* Section 51 – “In school” lunchtime
* Section 52 – “At home” Grab n Go provision
 |  | [ ]  Complete[ ]  Work in Progress[ ]  Not applicable in setting |
|  | Classroom/ learning spaces will not allow adequate physical distancing | 4x3=12HIGH | Physical distancing & hygiene in schools* Section 18 – At school
* Section 34 – Signage and direction markers
* Section 39 – Storage
* Section 42 – Set up
 |  | [ ]  Complete[ ]  Work in Progress[ ]  Not applicable in setting |
|  | Communal outdoor play equipment /MUGAs are potential transfer points of infection between pupil “bubbles” | 2x3=6MEDIUM | Physical distancing & hygiene in schools* Section 21 - Playground
* Section 23 – Outdoor play equipment
 |  | [ ]  Complete[ ]  Work in Progress[ ]  Not applicable in setting |

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|  | **Hazards identified** | **Risk Rating****(LxS=RR)** | **Considerations to mitigate the risk** | **Note of actions taken to mitigate the risk** | **Status** |
|  | **Risk to Pupils** |  |  |  |  |
|  | Pupils forget to wash their hands regularly and frequently | 3x3=9MEDIUM | Physical distancing & hygiene in schools* Section 5 – Hand hygiene
* Section 18 – At school
* Section 28 – On arrival
* Section 33 – Movement
* Section 34 – Signage and direction markers
 |  | [ ]  Complete[ ]  Work in Progress[ ]  Not applicable in setting |
|  | Pupils not maintaining/observing physical distancing within the school environment. | 3x3=9MEDIUM | Physical distancing & hygiene in schools* Section 18 – At school
* Section 19 – Resources
* Section 27 – Home to school transport
* Section 28 – On arrival
* Section 30 – At end of school day
* Section 33 – Movement
* Section 34 – Signage and direction markers
* Section 35 - Cloakrooms
* Section 38 – Drinking fountains
* Section 45 – Movement
* Section 53 – Allocating toilets
* Section 56 - Loitering
* Section 57 - Supervision
 |  | [ ]  Complete[ ]  Work in Progress[ ]  Not applicable in setting |
|  | Pupils may not observe physical distancing at lunch and break times | 3x3=9MEDIUM | Physical distancing & hygiene in schools* Section 21 – Playground
* Section 22 – External doors
* Section 23 – Outdoor play equipment
* Section 24 – External litter bins
* Section 34 – Signage and direction markers
* Section 38 – Drinking fountains
* Section 50 – Intervals
* Section 51 – “In school” lunchtime
* Section 53 – Allocating toilets
* Section 56 –Loitering
* Section 57 - Supervision
 |  | [ ]  Complete[ ]  Work in Progress[ ]  Not applicable in setting |
|  | Eligible pupils do not continue to receive free school meals on the days that they are not in school | 2x2=4LOW | Physical distancing & hygiene in schools* Section 53 – “At home” Grab n Go provision
 |  |  |
|  | Pupils’ behaviour on return to school does not comply with physical distancing guidance | 3x3=9MEDIUM | Physical distancing & hygiene in schools* Section 18 – At school

Other considerations* Clear messaging to pupils on the importance and reasons for physical distancing is reinforced throughout the school day by staff and through posters and floor markings. For young children this is done through age-appropriate methods such as stories and games.
* Large gatherings are avoided.
* The school’s behaviour policy has been revised to include compliance with physical distancing and this has been communicated to staff, pupils and parents.
* Messages to parents reinforce the importance of physical distancing.
 |  | [ ]  Complete[ ]  Work in Progress[ ]  Not applicable in setting |
|  | Pupils with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them | 2x3=6MEDIUM | Physical distancing & hygiene in schools* Section 12 – Pupils/ households with symptoms or pupils with underlying health conditions, shielding or BAME.
* Section 17 – Pupils.
 |  | [ ]  Complete[ ]  Work in Progress[ ]  Not applicable in setting |
|  | Queues for toilets and handwashing risk non-compliance with physical distance measures | 3x3=9MEDIUM | Physical distancing & hygiene in schools* Section 33 - Movement
* Section 34 – Signage and direction markers
* Section 42 – Set up
* Section 50 – Interval
* Section 51 – “In school” lunchtime
* Section 53 – Allocating toilets
* Section 56 – Loitering
* Section 57 – Supervision
 |  | [ ]  Complete[ ]  Work in Progress[ ]  Not applicable in setting |
|  | Changes to bus schedules as a result of COVID-19 adversely affect pupils attendance and punctuality and do not align with staggered start and departure times | 2x3=6MEDIUM | Physical distancing & hygiene in schools* Section 27 – Home to school transport
 |  |  |
|  | The use of public and school transport by pupils poses risks in terms of physical distancing | 3x3=9MEDIUM | Physical distancing & hygiene in schools* Section 27 – Home to school transport
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|  | **Hazards identified** | **Risk Rating****(LxS=RR)** | **Considerations to mitigate the risk** | **Note of actions taken to mitigate the risk** | **Status** |
|  | **Staffing** |  |  |  |  |
|  | Existing/ new staff are unaware of up to date information.Policies, Procedures or Guidance  | 2x3=6MEDIUM | Physical distancing & hygiene in schools* Section 1 – Communication
* Section 2 – Employee advice & support
* Section 3 – Operational risk assessment for school reopening
* Section 4 – Personal Protective Equipment (PPE)
* Section 5 – Hand hygiene
* Section 6 – Staff room & offices
* Section 7 – Staff toilets
* Section 32 – Reception arrangements
* Section 34 – Signage and direction markers
 |  | [ ]  Complete[ ]  Work in Progress[ ]  Not applicable in setting |
|  | Insufficient or inadequate levels of PPE for staff | 3x3=9MEDIUM | Physical distancing & hygiene in schools* Section 4 – Personal Protective Equipment

Other considerations* Schools should set a minimum stock level of PPE.
* PPE will be ordered centrally on a monthly basis and distributed to schools from Sealock House based on estimated quantities required in each setting.
* PPE stock level should be checked daily to ensure minimum levels are available.
* In the event PPE is required urgently then contact the Asset Team in Sealock House.
 |  | [ ]  Complete[ ]  Work in Progress[ ]  Not applicable in setting |
|  | Staff rooms and offices do not allow for physical distancing & hygiene guidelines | 3x3=9MEDIUM | Physical distancing & hygiene in schools* Section 6 – Staff room and offices
 |  | [ ]  Complete[ ]  Work in Progress[ ]  Not applicable in setting |
|  | The use of fabric chairs may increase the risk of the virus spreading | 3x3=9MEDIUM | Physical distancing & hygiene in schools* Section 6 – Staff room and offices
 |  | [ ]  Complete[ ]  Work in Progress[ ]  Not applicable in setting |
|  | The learning environment does not have a sink in place for staff wash their hands | 3x3=9MEDIUM | Physical distancing & hygiene in schools* Section 5 – Hand hygiene
 |  | [ ]  Complete[ ]  Work in Progress[ ]  Not applicable in setting |
|  | The lack of availability of designated First Aider  | 3x3=9MEDIUM | Physical distancing & hygiene in schools* Section 36 – First aid roster
* Section 49 – First aid provision
 |  | [ ]  Complete[ ]  Work in Progress[ ]  Not applicable in setting |
|  | The number of staff who are available is lower than that required to teach classes in school and operate effective home learning | 4x3=12HIGH | Other considerations* The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.
* All staff who are pregnant or clinically extremely vulnerable must work from home.
* Risk assessments are undertaken for staff reporting to work who are clinically vulnerable or who have contextual factors related to age or ethnicity.
* Full use is made of those staff who are self-isolating or shielding but who are well enough to contribute remotely.
* Flexible and responsive use of other school staff to supervise classes under the direction of a teacher.
* An increased offer of blended learning is adopted until staffing levels improve.
 |  | [ ]  Complete[ ]  Work in Progress[ ]  Not applicable in setting |

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|  | **Hazards identified** | **Risk Rating****(LxS=RR)** | **Considerations to mitigate the risk** | **Note of actions taken to mitigate the risk** | **Status** |
|  | **Cleaning & Waste Disposal** |  |  |  |  |
|  | Cleaning capacity is reduced so that ongoing cleaning of surfaces are not undertaken to the specification required | 2x3=6MEDIUM | Physical distancing & hygiene in schools* Section 58 – Day time cleaning during school hours
* Section 59 – Increased cleaning frequency out with school hours & staff flexibility
 |  | [ ]  Complete[ ]  Work in Progress[ ]  Not applicable in setting |
|  | Inadequate supplies of consumables (soap, paper towels and toilet rolls) and hand sanitizer mean that pupils and staff do not adhere to hand hygiene | 2x3=6MEDIUM | Physical distancing & hygiene in schools* Section 55 – Consumables
 |  | [ ]  Complete[ ]  Work in Progress[ ]  Not applicable in setting |
|  | Schools have not received a thorough deep clean.  | 2x3=6MEDIUM | Physical distancing & hygiene in schools* Section 59 – Increased cleaning frequency out with school hours & staff flexibility
 |  | [ ]  Complete[ ]  Work in Progress[ ]  Not applicable in setting |
|  | There is a risk of contamination at high touch points | 4x3=12HIGH | Physical distancing & hygiene in schools* Section 6 – Staff room and offices
* Section 7 – Staff toilets
* Section 22 – External doors
* Section 23 – Outdoor play equipment
* Section 24 – External litter bins
* Section 32 – Reception arrangements
* Section 38 – Drinking fountains
* Section 44 - ICT
* Section 58 – Day time cleaning during school hours
* Section 60 - Toilets
 |  | [ ]  Complete[ ]  Work in Progress[ ]  Not applicable in setting |
|  | Incorrect disposal of PPE/ contaminated waste | 3x3=9MEDIUM | Physical distancing & hygiene in schools* Section 4 – Personal protective equipment (PPE)
 |  | [ ]  Complete[ ]  Work in Progress[ ]  Not applicable in setting |

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|  | **Hazards identified** | **Risk Rating****(LxS=RR)** | **Considerations to mitigate the risk** | **Note of actions taken to mitigate the risk** | **Status** |
|  | **Suspected case of COVID-19** |  |  |  |  |
|  | Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms | 4x3=12HIGH | Physical distancing & hygiene in schools* Section 8 - Actions if a member of staff shows COVID-19 symptoms
* Section 9 - Actions if a member of staff shows COVID-19 symptoms at work
* Section 12 - Pupils/ households with symptoms or pupils with underlying health conditions, shielding or BAME
* Section 15 - Parent/ Carer access to the school building
* Section 17 – Attendance
* Section 20 - Pupil’s displaying COVID-19 symptoms at school
 |  | [ ]  Complete[ ]  Work in Progress[ ]  Not applicable in setting |
|  | Staff, pupils and parents are not aware of the school’s procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19 | 2x3=6MEDIUM | Physical distancing & hygiene in schools* Section 1- Communication
* Section 2 – Employee wellbeing and support
* Section 3 – Operational risk assessment
* Section 8 – Actions if a member of staff shows COVID-19 symptoms
* Section 9 – Actions if a member of staff shows COVID-19 symptoms at work
* Section 12 - Pupils/ households with symptoms or pupils with underlying health conditions, shielding or BAME
* Section 17 – Attendance
* Section 20 - Pupil’s displaying COVID-19 symptoms at school
 |  | [ ]  Complete[ ]  Work in Progress[ ]  Not applicable in setting |
|  | Staff, pupils and parents are not aware of the school’s procedures should there be a confirmed case of COVID-19 in the school | 2x3=6MEDIUM | Physical distancing & hygiene in schools* Section 1- Communication
* Section 2 – Employee wellbeing and support
* Section 3 – Operational risk assessment
* Section 10 - Actions if a member of staff test positive for COVID-19
* Section 12 - Pupils/ households with symptoms or pupils with underlying health conditions, shielding or BAME
* Section 20 - Pupil’s displaying COVID-19 symptoms at school
 |  | [ ]  Complete[ ]  Work in Progress[ ]  Not applicable in setting |
|  | Testing is not used effectively to help manage staffing levels and support staff wellbeing | 3x3=9MEDIUM | Physical distancing & hygiene in schools* Section 8 – Actions if a member of staff shows COVID-19 symptoms
* Section 9 – Actions if a member of staff shows COVID-19 symptoms at work
* Section 10 - Actions if a member of staff test positive for COVID-19
* Section 12 - Pupils/ households with symptoms or pupils with underlying health conditions, shielding or BAME
* Section 20 - Pupil’s displaying COVID-19 symptoms at school
 |  | [ ]  Complete[ ]  Work in Progress[ ]  Not applicable in setting |
|  | Medical/ designated shielding rooms are not adequately equipped or configured to maintain infection control | 2x3=6MEDIUM | Physical distancing & hygiene in schools* Section 4 – Personal Protective Equipment
* Section 49 – First aid provision
 |  | [ ]  Complete[ ]  Work in Progress[ ]  Not applicable in setting |

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|  | **Hazards identified** | **Risk Rating****(LxS=RR)** | **Considerations to mitigate the risk** | **Note of actions taken to mitigate the risk** | **Status** |
|  | **Communications** |  |  |  |  |
|  | Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health | 2x3=6MEDIUM | Physical distancing & hygiene in schools* Section 1 – Communications
* Section 3 – Operational risk assessment
* Section 11 – Parent Council/ communication

Other considerations* Children’s Services uses the LNCT and Service Partnership Forum to engage with SNCT & SJC trade union representatives.
* Officers engage with the Association of Directors of Education Scotland (ADES).
* The parent forum is consulted/ briefed on a regular basis through the Director of Education.
* The Director of Children’s Services communicates with Corporate Management Team, Elected Members and Regional partners.
 |  | [ ]  Complete[ ]  Work in Progress[ ]  Not applicable in setting |

**Operational Risk Assessment: Reopening Schools**

**Completion Certification**

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| **Name of Establishment** | **Name of Head of Establishment** | **Date completed/ Reviewed** |
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**Completed Risk Assessment be scanned and emailed to** **cspropertyteam@falkirk.gov.uk**