



Health & Safety Group

BROOMHILL PRIMARY SCHOOL

RISK ASSESSMENT DOCUMENTATION (VERSION 9)



SUBJECT AREA OF ASSESSMENT	Broomhill Primary School: COVID-19 Recovery Phase
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LOCAL AUTHORITY	Glasgow City Council	DEPARTMENT	Education Services
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Summary of Changes

Ref.	Date	The revised and additional text introduced in this version of the guidance is in red .	Info Source
20.	18/02/21	Home/School support visits during pandemic	GCC RA V9
21.	18/02/21	Ventilation in Educational Establishments	GCC RA V9
22.	18/02/21	Testing programme for Educational Establishments	GCC RA V9
23.	18/02/21	Phased Re-opening P13 & P4-7	GCC RA V9

Ref.	Risk Rating	Actions to be Taken	Responsible Person	Target Date
1a	Moderate	Scottish Government and Health Protection Scotland and GCC COVID 19 Infection Control measures reinforced at daily briefing and throughout each day. Ongoing communication to staff, pupils, parents	HT	On-going
11c	Moderate	ES Health and Safety to continue to monitor the government guidance re the use of water coolers	ES H&S	On-going

Signed: Wendy Cameron (Authorising Manager As Appropriate)	Title: Headteacher / Health and Safety Manager	Date: 02.03.21
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DATE OF NEXT ASSESSMENT: ongoing when updates are required	Assessment will be reviewed prior to each day for duration school opening during COVID-19 pandemic
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PART 1. COVID-19 Primary Risk Assessment

Introduction

This document is Broomhill Primary's risk assessment and is intended to assist staff in managing COVID-19 associated risks in relation to the day to day operations within the GCC Education Services Primary Sector.

The risk assessment will continue to be subject to change as more information and updated Scottish Government and Health Protection Scotland Guidance regarding COVID-19 becomes available.

Arrangements in Broomhill Primary will vary from other establishments due to size, layout, capacity etc. however school staff should be aware of ensuring the following main key infection control measures regarding the management of COVID-19 associated risks are considered within any risk assessments:

- 2m Physical distancing (in line with updated guidance),
- Regular hand washing,
- General hygiene procedures and cleaning protocols,
- Guidance on use of Face Covering
- Displaying of key signage,
- Regular provision of information to all parties and
- Managing and screening access to our establishment.

Following the completion of the COVID-19 risk assessment the headteacher will ensure regular communication with regard to the content of the risk assessment with all appropriate parties parents, staff, pupils Trade Union representatives and any other appropriate third party.

The sections within the risk assessment cover both generic areas regarding the management of COVID-19 risk within Broomhill Primary and some specific common areas our school will encounter throughout the schools day to day operational activities. It should be noted that the list regarding specific areas of risk is not exhaustive and where school staff identify additional areas/activities that may have a COVID-19 associated risk they should apply the main key COVID-19 infection control principles above when assessing those risks.

In addition where the headteacher requires further advice, guidance and support in relation to assessing additional areas of risk they can contact Education Services Health and Safety Section, the Area Education Managers and or QIO's etc. for further assistance.

The NHS COVID-19 Helpline 0800 028 2816 will also be able to provide additional advice and guidance for school staff in relation to specific COVID-19 issues.

Ongoing Regular Updates

It is also important to note that Education Services Health and Safety Section will continue to provide additional COVID-19 supporting documents and information as they become available to support the risk assessment process. There are sections of the risk assessment where this additional guidance will be highlighted as in the process of completion or are requiring clarification and schools will be notified as soon as the documents/information becomes available.

As the document is a live document there will be a requirement for ongoing consultation between Education Services Health and Safety, Education

Services staff and the Trade Unions in order to ensure continued best practice where possible.

The headteacher will continue to be alerted by Education Services Health and Safety Section regarding any updated or additional advice and guidance from the Scottish Government, NHS or Health Protection Scotland in relation to COVID-19 risk assessments.

The following links will also provide additional supporting information in order to support and assist the risk assessment process and keep staff informed of the most up to date advice and guidance available.

SUPPORTING DOCUMENT LINKS:

Coronavirus (COVID-19): early learning and childcare (ELC) services	Coronavirus (COVID-19): early learning and childcare (ELC) services
Coronavirus (COVID-19): guidance on preparing for the start of the new school term in August 2020 - version 2	Coronavirus (COVID-19): guidance on preparing for the start of the new school term in August 2020 - version 2
Coronavirus (COVID-19): guidance on reducing the risks in schools	Coronavirus (COVID-19): guidance on reducing the risks in schools
NHS Guidance	NHS Inform website
Employees guidance for notifying employers if self-isolating or if testing positive for COVID-19	https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/coronavirus-covid-19-general-advice
Scottish Government COVID-19 Testing Information	https://www.gov.scot/news/expansion-of-covid-19-testing/
Corporate Procurement Process for PPE	Test and Protect (Test, Trace, Isolate and Support) Corporate Procurement Process for PPE

List of Subjects (Activity, process, location etc.)

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|--------------|---|
| 1. a. b. c. | COVID-19: Infection Control Measures, COVID-19: Suspected or confirmed cases |
| 2. a. b. c. | Cleaning and Hygiene: Personal Hygiene, Scheduled Cleaning, Additional Cleaning measures |
| 3. a. b. c. | Signage: General GCC Signage, Local Additional Signage, ES 'STEM the Spread' Key Message Signage |
| 4. | Personal Protective Equipment (PPE): General Info and Ordering PPE, Managing Personal and Medical Care Activities |
| 5. | Managing Personal & Medical Care Activities |
| 6. | First Aid and Medical Attention |
| 7. | Managing School Transport including designated transport, escorting activities, school mini buses and traveling to and from school, Managing Drop off/pick up arrangements |
| 8. | Managing Drop off/pick up arrangements |
| 9. | Managing Main Entrance and Reception Areas |
| 10. | Managing Visitors and Contractors |
| 11. a. b. c. | Managing Corridors, General Circulation Routes and Common Areas: Corridors, Staff Rooms/Toilets etc. |
| 12. | Classrooms and Teaching Spaces: Primary 1. Playful Pedagogy |
| 13. | Managing Lunch, Snack and Breaks |
| 14. | Fire Safety |
| 15. | Physical Education |
| 16. | Face Coverings |
| 17. | Individual Employee Risk – New and Expectant Mothers Risk Assessments |
| 18. | Subject Specific COVID-19 Guidance – Music |
| 19. | Student Teacher Placements |
| 20. | Home/School support visits during pandemic |
| 21. | Ventilation in Educational Establishments |
| 22. | Testing programme for Educational Establishments |
| 23. | Phased Re-opening |

PART 2. RECORD OF RISK ASSESSMENT

Subject Ref N ^o	Hazard Ref. N ^o	Hazard Description (i.e. potential causes of injury/damage)	Potential injury/damage	Persons at risk	Current preventative and protective measures (more detail on training in Part 3 , more detail on PPE in Part 4)	Risk Rating	Further action required
1.	a.	COVID-19 General Information regarding infection control and the spread of infection.	COVID-19 infection	Pupils and Staff Contractors	<p>In order to minimise the potential spread of COVID-19 within Broomhill Primary School the following areas have been considered:</p> <ul style="list-style-type: none"> • All Staff, Pupils and parents should be regularly informed of the importance of ensuring that staff and or pupils do not attend the school if they are symptomatic or feel unwell with suspected COVID-19 and should inform the Headteacher as soon as possible. • All Staff will be continually made are aware of the requirement to also inform HT if required to self-isolate in line with the relevant guidance for example where staff/pupil: <ol style="list-style-type: none"> a) Tests positive for COVID-19 b) Displays symptoms of COVID-19 c) Have been advised to self-isolate in line with Government guidance d) Have been advised to self-isolate via the Scottish Governments 'Test and Protect' Track and Trace initiative. <p>All school staff should familiarise themselves with the <u>Test and Protect (Test, Trace, Isolate and Support)</u> strategy that local health boards and Public Health Scotland are implementing as schools may be contacted as part of the initiative.</p> <ul style="list-style-type: none"> • Parents/carers should be made aware of the important requirement to alert the HT as soon as practicable if/when a pupil falls into any of the above categories • Information posters should be clearly displayed throughout the building and relevant information regarding the schools COVID-19 infection control procedures shared with staff, pupils and parents. The information should detail the key infection control messages on regular handwashing, physical distancing, hygiene protocols etc. • Regular hand washing should be integrated into the schools daily routine for staff and pupils and include beginning and end of school day with regular reminders on the importance of hand hygiene provided to staff and pupils. • Hand sanitiser stations available at school main entrance. All persons entering/leaving must use the sanitiser. • Information for staff, pupils and parents re Cleaning and Hygiene protocols (see section 2) • Information on PPE (see section 4) • All staff and additional service e.g. breakfast/afterschool clubs must be made aware by the HT the schools procedures when dealing with a suspected case (see section 1b) 	Moderate	<p>Ongoing monitoring and review for duration.</p> <p>HT /SLT to ensure ongoing communication with Pupils, Staff and Parents.</p> <p>HT to ensure ongoing communication with Pupils Staff and Parents.</p> <p>HT to implement</p> <p>HT to implement</p>

1.	b.	Headteacher informed of a suspected COVID-19 case during the school day	COVID-19 infection	Pupils and Staff Contractors	<p>Where a member of staff/pupil displays potential COVID-19 symptoms or feels unwell with suspected COVID-19 during the school day, they should inform the H T and the following steps should be taken:</p> <ul style="list-style-type: none"> • Person should be isolated within our <u>nurture room</u> until arrangements made for collection of pupil or adult able to leave by themselves • Emergency COVID-19 Packs: School has received an Emergency COVID-19 Pack for dealing with a potential suspected case as above consisting of Aprons, Gloves, Face Mask and Face Shield. The appropriate PPE should be applied prior to dealing with a suspected case Further information can be sources from the following link - PPE Provision and Use • Following the person leaving the premise the area must be removed from use and appropriate signage displayed until appropriate cleaning can be carried out by Property and Land Services by following the Corporate Link: GCC Guidance What to do if someone in your establishment becomes symptomatic • Any tissues/PPE/cleaning materials (blue roll) that have come into contact with a suspected case displaying symptoms will be double bagged, labelled and stored separately (designated locked toilet area with signage) for 72hrs until it can be placed in general waste bin. 	Moderate	<p>HT/SLT to ensure parent contacted to collect pupil.</p> <p>HT/SLT to access link to ensure P&LS contacted to arrange for appropriate cleaning to be carried out</p> <p>SLT to arrange</p>
1.	c.	Headteacher informed of confirmed COVID-19 case	COVID-19 infection	Pupils and Staff Contractors	<p>Where a pupil or member of staff who has been attending the school informs the HT that they have tested positive for COVID-19 then they require to self-isolate in-line with current Scottish Government and Public Health Guidance.</p> <p>The person should not return to school until they have completed the required isolation period. Any cleaning requirement of potentially infected areas as above would be as per section 1b.</p> <p>Following notification of a confirmed positive case within the establishment the H of E should refer to Education Services Positive coronavirus (COVID-19) case in schools and nurseries - Advice, guidance and documents - Updated October 2020</p> <p>In addition, the H of E should contact their local health protection team for advice if they have 2 or more case or an increased rate of Background illness. Reopening schools guidance</p>		<p>See 1b re cleaning</p> <p>HT to access info if required. *Link</p> <p>ES H&S to action</p>

2.	b.	Scheduled Cleaning by DRS Catering and Facility Management	COVID-19 infection	Pupils and Staff Contractors	<p>DRS Catering and Facility Management carry out regular scheduled appropriate day to day cleaning of school buildings. DRS Catering and FM confirmed there has been a reviewed cleaning specification issued to catering & FM Staff. HT can access the following link for further information regarding the DRS reviewed Cleaning Specification arrangements. Education COVID-19 - Health and Safety</p> <p>In the event of a confirmed or suspected case of COVID-19 within an Educational Establishment specific arrangements will be implemented to include isolating areas and vigorous cleaning (as per section 1b) Link: GCC Guidance What to do if someone in your establishment becomes symptomatic</p>	Moderate	<p>Ongoing Monitoring and Review</p> <p>HT's continued liaising with Catering and FM Staff re cleaning in conjunction with the updated reviewed procedures</p>
2.	c.	Additional Cleaning during school hours	COVID-19 infection	Pupils and Staff Contractors	<p>In order to prevent infection spread the general practice of sharing of resources between pupils should be discouraged.</p> <p>In order to assist in minimising the spread of infection anti-bacterial cleaning materials will be made available at each establishment to allow for the wipe clean of regularly used equipment and surfaces (COSHH Assessment: Quest + COSHH Assessment) as and when required and the following areas should be considered:</p> <ul style="list-style-type: none"> • Designated regularly used surfaces/areas to be wiped/cleaned as and when required between pupil uses • Regularly used hard surfaces, non-porous soft play (vinyl covered) equipment • Physical play equipment (indoor and outdoor), etc. • Consider wiping of desks, toys, equipment at the end of each session • Door handles, handrails in public areas, • Ensure waste bins do not overflow <p>Soft toys, furnishing, rugs, cushions etc. should be removed from use as these items are difficult to clean and cannot be wiped clean with anti-bacterial wipes/sprays.</p> <p>DRS Catering & FM have arranged for all establishment to have access to additional cleaning materials e.g. pre diluted anti-bacterial spray bottles. The products will be made available for use at the discretion of staff in order to allow school staff to spray/wipe clean any regularly used equipment and surfaces as and when required. Additional information and user method statement regarding the provision of additional cleaning material and the specific use of the cleaning materials can be sourced via the following link. Pre-12 Estate Additional Cleaning Procedures</p>	Moderate	<p>HT to implement</p> <p>HT to access the appropriate information on provision/use/storage of the additional cleaning materials via the link.</p>

3.	a.	Signage General Information Posters	COVID-19 infection	Pupils and Staff Contractors	Broomhill Primary can access the generic GCC COVID-19 related information signage/posters via the following link - Education COVID-19 - Health and Safety The appropriate signage/posters can be downloaded from the site and displayed prominently within identified areas of the establishment e.g. main entrance areas, access routes, circulation route's, stairwell's etc.	Moderate	HT to action
3.	b.	Broomhill Primary information signs/posters for staff/pupils/visitors e.g. (mix of temporary signs/posters etc.)	COVID-19 infection	Pupils and Staff Contractors	HT has accessed appropriate signage in order to assist in managing the specific day to day operational aspect within each individual school during the COVID-19 recovery period. Appropriate signage has been identified as part of our building assessment which will assist in ensuring that all identified and implemented local arrangements to assist in minimising the spread of infection are clearly displayed for all staff, pupils and visitors. The following are examples of appropriate areas which may require additional instructional signage: <ul style="list-style-type: none"> • Distancing markers, (floors/toilets) • info regarding receptions, • instruction re circulation routes, • Instruction re one way systems, • Instruction re designated up/down stairwells, restricted areas, • Capacity numbers etc. 	Moderate	HT to identify and purchase/source appropriate posters HT and school staff to carry out a review of areas that may require temporary additional information signage re the safe operation of the school building.
3.	c.	Education Services STEM the Spread, The 4 Key Messages Signage/Posters	COVID-19 infection	Pupils and Staff Contractors	Education Services STEM Team have provided a series of COVID-19 Safety Signs/Posters as part of the ' STEM the Spread ' initiative which includes individual posters on the 4 Key messages including: <ul style="list-style-type: none"> • Regular Hand Washing • Physical Distancing • Sneezing: Catch it, Kill it Bin It, • Hygiene: Don't Touch Face, Mouth, Nose, The Signs/Posters can be accessed by all GCC Educational Establishments via : 'STEM the Spread' Initiative Posters		

4.	Personal Protective Equipment (PPE)	COVID-19 infection	Pupils and Staff	<p>The most recent Government guidance COVID-19: Guidance on preparing for the start of the new school term August 2020 states, specifically regarding the provision and use of PPE (Section 74 to 83) that <i>“for the majority of staff in schools PPE will not normally be required or necessary”</i>.</p> <p>The current Government and Health Protection Scotland (HPS) guidance also provides general information and advice for staff with regard to the use of PPE for general core activities within educational establishments.</p> <p>In addition the guidance further states that <i>“Following any risk assessment, where the need for PPE has been identified it should be readily available and provided and staff should be trained in its use” and the “use of PPE by staff within schools should be based on a clear assessment of risk”</i></p> <p>Therefore it is important for staff to carefully consider specific areas of the Government guidance and the information contained within each section, when reviewing existing risk assessments with regard to determining any requirement for additional PPE.</p> <p>ES have provided the following guidance documents to assist staff in the review of risk assessment and determine were additional PPE may be required. It is practically important when considering additional PPE for specific core activities and to clarify the rationale in relation to identifying any additional PPE for specific job roles and activities.</p> <p>Please refer to the ES PPE Provision and Use of PPE document - PPE Provision and Use</p> <p>Further information regarding the application and removal of PPE can be sources from the following link - Best Practice - Putting on and removing PPE</p> <p>Information on the ordering of PPE can be accessed via ‘PPE - Purchase Information’ within the link: COVID-19 RRR - Staff Briefing</p> <p><u>High visibility clothing</u> – It is important to note that the school high visibility jackets and vests should not be shared between staff members. Staff should always be reminded that high visibility jackets etc. should be stored appropriately to avoid direct contact and risk of transition.</p>		<p>HT to inform staff and implement</p> <p>Ongoing monitoring and review</p>
5.	Managing Personal & Medical Care Activities	COVID-19 infection	Pupils and Staff	<p>Standard PPE will be available for use during personal/medical care activities as previously where the risk assessment identified a requirement for additional PPE see section 4.</p>	Moderate	<p>Ongoing review</p> <p>HT to assess</p>

6.	First Aid Procedures	COVID-19 infection	Pupils and Staff	<p>CPR: The following link provided by GCC Council Health and Safety and available on the Connect site provides detailed information with regard to the current advice on the administering of CPR Updated Advice for First Aiders v1.0 10.07.2020</p> <p>First Aid: For general minor first aid activities the existing PPE arrangement of disposable gloves and aprons are generally available for use and in most circumstances should suffice. In the vast majority of cases staff who administering first aid will be unable to maintain 2 metre physical distancing and in line with the Scottish Government Guidance staff administering first aid are also required to wear a face covering/mask. (refer to section 16)</p> <p>There may also be occasions when due to the low level of first aid treatment required the injured person may be able to self-administer under the supervision of the first aider in order to try to maintain safe physical distancing.</p> <p>Emergency COVID-19 situations: Where there is a suspected COVID-19 case and the suspected case requires first aid attention. Then the risk assessment would identify a requirement for the first aider to wear apron, gloves, fluid resistant mask and face shield before providing first aid assistance.</p> <p>Broomhill Primary has been provided with an initial emergency COVID-19 pack containing apron, gloves, fluid resistant mask and disposable face shields. The emergency kit is located in our Nurture Room for use when isolating a suspected case.</p> <p>Any tissues/PPE/cleaning materials (blue roll) that have come into contact with suspected case should be double bagged, labelled and stored separately (designated locked toilet area with signage) for 72hrs until it can be placed in general waste bin.</p>	Moderate	<p>Ongoing Monitoring and review</p> <p>HT to action and liaise with appropriate staff.</p>
7.	Managing School Transport Not relevant for Broomhill Primary School	COVID-19 infection	Pupils and Staff	<p>All information regarding the management of Education Services school transport including the following areas;</p> <ul style="list-style-type: none"> • designated transport (buses/taxies), • escorting activities/responsibilities, • school mini buses • traveling to and from school • Face covering information/requirements on designated school transport <p>can be sourced from guidance document 'Dedicated School Transport' accessed via the following link COVID-19 Recovery - Health and Safety</p>	Moderate	

8.		Managing Drop off/Pick up arrangements	COVID-19 infection	Pupils and Staff Parents	<p>In order to comply with the guidance on physical distancing measures the number of persons in school grounds during the recovery period should be minimised and managed in line with the Scottish Government current guidance.</p> <p>The following applies:</p> <ul style="list-style-type: none"> • Staggered start and finish times P1-3: 8.45-8.55 am/ 2.45pm P4-7: 9-3pm • Both Woodcroft and Elmwood Ave Gates to be utilised • School staff will be present at both gates at start/end of school day • All adults to wear face coverings and maintain 2m distance from each other • Only authorised persons should access the school grounds/ building • Pupils limited to one parent escorting • Parents should not access the school premise, unless by invite • Appropriate signage displayed (as per section 3) 	Moderate	<p>HT to action and Identify drop off/pick up points, additional entrance routes etc.</p> <p>HT to inform staff and implement</p> <p>Ongoing monitoring and review</p>
9.		Managing main entrance and reception areas	COVID-19 infection	Pupils and Staff Contractors Visitors	<p>Only authorised and non-symptomatic persons should be authorised to enter our school building.</p> <p>In addition the following should be given consideration when planning the management of school entrances:</p> <ul style="list-style-type: none"> • All persons entering the school building must use the hand sanitiser immediately upon entry (prior to signing in) • Reception screens in place (where required) • Reception area altered to comply with physical distancing and deliveries (e.g. mail parcel drop area) • Posters displayed and temporary floor markings in place (as per section3) • All persons accessing the school should be authorised and or by prior arranged appointment • All persons signing in to Broomhill Primary should receive an induction upon arrival with appropriate basic COVID-19 information re current school COVID-19 management arrangements Visitor Sign In and COVID-19 Screening Form • Appropriate general screening questions for contractors and visitors included within the induction e.g. is the person symptomatic or unwell, is not from a screening persons residence etc. 	Moderate	<p>HT to inform staff and implement</p> <p>Ongoing monitoring and review</p>

10.		Managing visitors and contractors	COVID-19 infection	Pupils and Staff Contractors Visitors	<p>All visitors and contractors should receive an appropriate induction prior to entering the premise which should include the schools current COVID-19 infection control management arrangements.</p> <p>The school can download the updated Contractor Management Standard Sign In Sheet at the following link: Control of Contractors Appendix 3: Contract Sign in Sheet</p> <p>In addition all persons entering the school establishment should be subject to general COVID-19 screening questions prior to accessing the premise to acknowledge and minimise the potential spread of COVID-19 infection.</p> <p>Planned Preventative Maintenance and Inspections: In order for school buildings to remain open and continue day to day operations there will be a requirement for planned, preventative maintenance and inspection activities to be re-introduced.</p> <p>City Building Glasgow (CBG) and their appointed Sub Contractors will be responsible for carrying out the planned preventative maintenance and inspection activities and further guidance on the specific management of contractors during the COVID-19 pandemic can be sourced from guidance document 'Essential Contractor Arrangements' accessed via the following link COVID-19 Recovery - Health and Safety</p> <p>Visitors: Generally face to face meetings/visits with third parties should be discouraged. However, where it is necessary for the SLT to meet with HQ staff, parents, third parties etc. then appropriate arrangements should be made to ensure that the meeting can be carried out safely and the following measures should be considered:</p> <ul style="list-style-type: none"> • Suitable appointment time should be agreed • Appropriate induction information should be provided and the school sign-in book completed. • Visitors should then complete the general COVID-19 screening questions within the following link. Visitor Sign In and COVID-19 Screening Form • All completed visitor screening forms should be held and readily available for a period of approx. 30 days to assist with the test and protect protocol if required. • All visitors should be reminded that if they subsequently test positive within a 48hour period after visiting the school, where possible they should contact and inform the school of their confirmed positive case. • Suitable room/location identified for meeting to maintain physical distancing etc. • Following the meeting arrangements should be made by school staff to wipe down the commonly used surfaces and contact points. 	Moderate	<p>HT to inform staff and implement</p> <p>Ongoing monitoring and review</p> <p>HT to implement screening questions for all visitors</p>
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11.	a.	Managing corridors and general circulation routes	COVID-19 infection	Pupils and Staff Contractors	<p>Due to the construction and layout of the Broomhill Primary building, one-way movement around the school is limited. In general all children and adults should be reminded to keep to the left hand side on stairwells on throughout the school to ensure physical distancing is maintained, with signage displayed</p> <ul style="list-style-type: none"> • Pupils should remain within their own class group and not mix with other class groups/cohorts. • Consideration should be given to wedging open non fire doors and non-security doors open to minimise the spread of infection and increase natural ventilation • Movement within the school kept to a minimum <p>Note Whilst they should be avoided wherever possible, very brief interactions within 2m, e.g. limited numbers passing each other in corridors are considered low risk and permissible. (Scottish Government Guidance May 2020)</p>	Moderate	<p>HT to inform staff and implement</p> <p>Ongoing monitoring and review</p>
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11.	b.	Staff rooms, offices and toilets	COVID-19 infection	<p><u>Staff Rooms</u> Staff rooms can be areas/environments where it can be difficult to maintain strict safe physical distancing. As a result, H of E's should reiterate to staff the importance of maintaining safe 2 metre physical distancing at all times when using staff rooms.</p> <p>In order to minimise potential infection spread and the potential for staff to subsequently be considered as close contacts within a staff room environment the following should be considered:-</p> <ul style="list-style-type: none"> • Maintain 2 metre physical distancing at all times. • Minimise the number of staff using the staff room at any one time • Utilise other potential areas/rooms for staff welfare purposes where possible. • In line with Scottish Government guidance face covering should be worn 'where appropriate' (refer to section 16) • Staff breaks can be staggered to reduce the number within the staff room and toilets at any one time. <p>The following additional control measures should also be implemented in order to reduce potential infection spread.</p> <ul style="list-style-type: none"> • Regular hand washing when entering Staff Room prior to using equipment, preparing food. • All areas and surfaces should be kept as clear and clean as possible, • Anti-bacterial sprays available to clean surfaces, handles etc. as required. • Staff should ensure they use their own eating and drinking utensils • Dishes should not be shared and to be washed, dried and put away following use • No sharing of foods • Only essential items to be stored in fridge and where possible food being stored to be in clean Tupperware containers • Physical distancing maintained • Managing of seating areas to comply with physical distancing • No personal/school bag to be places on desk/worktop • Jackets/clothing should be stored appropriately to avoid direct contact and risk of transition. <p><u>Office</u></p> <ul style="list-style-type: none"> • Maximum capacity should be identified for office spaces and HT should ensure staff comply with the capacity and physical distancing requirement • Desks to be cleaned at the start of each day • Cleaning materials available for staff to clean surfaces after use, e.g. photocopier • Hand sanitiser available • Signage displayed as required, e.g. physical distancing • Clear desk policy • No personal/school bag to be places on desk/worktop 	<p>HT to inform staff and implement</p> <p>Ongoing</p>
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					<p><u>Meeting Room</u></p> <ul style="list-style-type: none"> • Maximum capacity should be identified for meeting spaces and HT should ensure staff comply with the capacity and physical distancing requirement • Cleaning materials available for staff to clean surfaces after each use • Signage displayed as required • Hand sanitiser available • Visitor meetings to be assessed on an individual basis • No personal/school bag to be places on desk/worktop 		
11.	c.	Pupil Toilets/Drinking Coolers	COVID-19 infection	Pupils and Staff Contractors	<p><u>Pupil Toilets</u></p> <ul style="list-style-type: none"> • Toilet breaks to be encouraged during break times and supervised to ensure physical distancing is being adhered to • Appropriate signage displayed (as per section 3) <p><u>Drinking Water</u> With regard to the potential risk of infection spread it is important to ensure that refilling water bottles directly from water coolers should be prohibited.</p> <p>Where water cooler are being considered for use by staff/pupils it is important to ensure that the potential for direct contact with the bottle opening and the water dispenser is prohibited.</p> <p>Broomhill Primary School will only consider the use of water coolers where health and safety management measures can be implemented and the use of water coolers can be strictly controlled by staff. The following information provided some practical risk mitigation measures;</p> <ul style="list-style-type: none"> • Where possible a designated member of staff should be identified to manage the use of the water cooler for pupils e.g. filling jugs, disposable cups etc. to minimise potential cross contamination • Water coolers in use should be subject to an appropriate cleaning regime by a designated member of staff e.g. wipe buttons, clean nozzle etc. • Where it is not possible to use the water coolers in conjunction the above controls the water coolers should be removed from use and alternative solution should be sought. • In addition staff should advise pupils to bring additional drinking water from home to school. <p>NB This guidance could be subject to change as ES Health and Safety will continue to monitor the guidance on the use of water coolers.</p>		HT to inform staff & pupils and implement Ongoing

13.		Managing lunch, snack and breaks	COVID-19 infection	Pupils and Staff	<p>Timetables and arrangements are in place at Broomhill Primary for:</p> <ul style="list-style-type: none"> Staggered break times <ul style="list-style-type: none"> Playtimes: P1-3 10.15am -10.30am / P4-7 10.35am -10.55am Lunchtime P1-3 11.45am-12.30pm / P4-7 12.30pm-1.15pm Afternoon playtimes - timetables have been issued Outdoor learning – timetables have been issued Using designated access routes to prevent pinch points Indoors pupils should remain within their own class group and not mix with other class groups/cohorts No sharing of foods Ensuring physical distancing is maintained Open windows for ventilation 	Moderate	<p>HT to inform staff and implement</p> <p>Ongoing Monitoring and Review.</p>
14.		Fire Safety	COVID-19 infection	<p>Pupils and Staff</p> <p>Contractors</p> <p>Visitors</p>	<p>Fire Safety is paramount and the following must be taken into consideration:-</p> <ul style="list-style-type: none"> Muster points previously used are adequate to ensure compliance with physical distancing Ensure fire drills are undertaken as normal (1 per term) <p>Fire Doors : Advice received 10th June 2020 from Scottish Fire and Rescue and GCC Governance Health and Safety is that the temporarily securing of fire doors in the open position is prohibited.</p>	Moderate	<p>Ongoing Monitoring and Review</p> <p>Review of fire procedures / fire risk assessment and fire safety management system to be completed</p>
15		Physical Education	COVID-19 infection	Pupils and Staff	<p>As Glasgow is under protection Level 4 mitigations, then physical education within school should only take place outdoors and be non-contact in nature</p> <ul style="list-style-type: none"> Permitted - Outdoor non-contact activity (see SGB guidelines) Prohibited - Indoor non-contact and contact sport training and competition (see SGB guidelines) Pupils not required to physically distance (Adult to pupil must physically distance) No inter school competition/matches/leagues <p>Hygiene protocol</p> <ul style="list-style-type: none"> Changing rooms should be avoided. All participants to wash hands before and after activities: Reinforce messaging about hand washing if sneezing/coughing and binning tissues used. Encourage all to avoid touching their faces. Work individually or in small groups for duration of lesson. Reduce sharing of equipment within class (best practice). No sharing of equipment between classes (e.g. Bibs etc.,) Clean equipment before and after use with cleansing materials. Additional cleaning products must be available Where equipment cannot be cleaned, establish a rota of PE/sport/and active play equipment using it one day, then leave it for 72hrs (3 days) before re-using. (e.g., Bibs etc.,) Ensure equipment is appropriately spaced. Check outdoor area prior to use e.g. ground conditions, outdoor equipment, etc., 	Moderate	<p>Ongoing monitoring and review</p> <p>A PE Checklist accompanies this risk assessment outlining hygiene protocol</p>

16		Face Coverings (requirement to wear)	COVID-19 infection	Pupils, Staff and parents	<p>The Scottish Government's <i>Advisory Sub-Group on Education and Childrens Issues</i> has provided updated guidance on the requirement to wear 'Face Coverings' in schools.</p> <p>It is important to note that face covering should not be confused with PPE. A full definition on face covering can be found in the following link: Face Coverings Definition</p> <p>The relevant 'Face Covering' guidance for schools can be sourced from the <i>Coronavirus (COVID-19): guidance on reducing the risks in schools</i> (published 30th Oct 2020) at the following link: Coronavirus (COVID-19): guidance on reducing the risks in schools</p> <p>The document provides guidance on the benefits of wearing 'Face Coverings' in schools and provide more specific detailed information within Paragraphs 112 to 134 in relation to managing the wearing of 'Face coverings' within school environments.</p> <p>Key areas for consideration within the guidance includes the following:</p> <ul style="list-style-type: none"> • Anyone (child, young person or adult) wishing to wear a Face Covering should be permitted to do so, see Paragraph 118. • Exemptions from wearing a Face Covering, see paragraph 119. School/staff making use of ELC model within early stage (P1-2) are not required to wear face covering when working directly with P1-2 children. See paragraph 115 (further information can be found within Coronavirus (COVID-19): early learning and childcare (ELC) services) • Face Covering should be worn by staff wherever they cannot maintain the 2m distance with other adults and/or pupils. See Paragraph 120. Consideration should also be given for the use of transparent face coverings in order to assist areas such as pupils with hearing impairments, pupils who rely of physical cues etc. • The circumstances where Face Coverings should be worn e.g. at all times when adults in primary schools are moving around the school in corridors, office and admin areas, canteens (except when dining) and other confined communal areas, (including staff rooms and toilets). see paragraph 121. • Face coverings should be worn by parents and other visitors to all school sites (whether entering the building or otherwise), including parents at drop-off and pick-up. See paragraph 122. • Using a Face Covering key points e.g. putting on, removing, disposal, hygiene etc. see paragraph 128. • Equity concerns regarding the use of Face Coverings in schools. It is also reasonable to assume that most staff will have access to re-usable Face Coverings due to general increased use in wider society. However, in circumstances where a person forgets to bring or has a soiled Face Covering etc. schools should ensure a contingency supply to meet such needs, see paragraph 130. • No-one should be excluded from education on the grounds that they are not wearing a Face Covering, see paragraph 131. 	Moderate	
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17	a	Individual Employee Risk Assessments	COVID-19 infection	Staff	<p>In line with the current Scottish Government guidance regarding individual risk assessments for staff in the workplace, Education Services HR have provided guidance to assist in identifying staff who may require an individual risk assessment. The supporting employees return to work – HR briefing guidance and information can be accessed via the link: COVID-19 RRR - Staff Briefing</p> <p>H of Es should note that where the Scottish Government review local authority COVID-19 tier levels this may affect the circumstances and/or requirement for individual staff risk assessments. Further information/guidance should be sourced from Education Services HR. https://www.gov.scot/publications/covid-shielding/</p>	Moderate	Ongoing monitoring and review
17	b	New and Expectant Mothers Risk Assessment	COVID-19 infection	Staff	<p>There is a legal requirement to complete a New and Expecting Mother Risk Assessment, this should continue to be completed in line with the New and Expectant Mothers Management Standard. Within the NEM risk assessment the H of E should liaise with the member of staff to ensure consideration is given to any potential COVID-19 associated risks, in line with the Education Services Health and Safety Generic COVID-19 risk assessment and in conjunction with the supporting employees return to work – HR briefing guidance- information can be accessed via the link: COVID-19 RRR - Staff Briefing</p>	Moderate	Ongoing monitoring and review
18	a	Subject Specific COVID-19 Guidance	COVID-19 infection	Staff	<p>Music Instrumental music lessons are now taking place in line with Scottish Government guidance with the appropriate controls in place. Specific information and guidance to assist the safe delivery of Music Lessons can be sourced from the following link ES Health and Safety link: COVID-19 Recovery - Health and Safety</p> <p>In addition Pamela Black Education Support Officer Instrumental Music can also be contacted for further information and guidance.</p>	Moderate	Ongoing monitoring and review

19	<p>Student Teacher Placements</p> <p>*GCC Education Services has agreed with the LNCT to continue with the student teacher programme and placements will resume in the second term 2020.</p> <p>The current agreement allows for 4th Year students and PGDE students to participate in GCC school placement programme. Any additional independent requests for student placements at your school out with 4th year and PGDE students, should be referred to the schools Head of Service for further guidance.</p>	COVID-19 infection	Staff, pupils and students	<p>All students participating in the programme should be informed that due to the current circumstances and the ongoing COVID-19 management arrangements within schools there will be a requirement for students to be flexible during their placement.</p> <p>The number of students placed within each school should be considered on a risk assessment basis and placements limited in line with the school's current arrangements.</p> <p>Following the agreement for a student to take up a placement within a school the HT will be required to consider the following:</p> <ul style="list-style-type: none"> • Student Teachers should receive a full pre placement Health and Safety Induction to include information on all aspects of the schools current COVID-19 management arrangements and risk assessment. • The Student Teacher should inform the school of any specific arrangements that have been highlighted as part of the university's pre placement risk assessment, prior to the placement proceeding e.g. health related concerns, special arrangements etc. • Provide Student Teachers with the most up to date copy of the schools current COVID-19 Risk Assessment. • Provide all relevant information regarding the arrangements for the specific Student Teacher's class placement. • When identifying a suitable classroom for Student Teacher placement the H of E should take into account the physical space available and the number of potential adults within the classroom. • Provide information on the requirement for Student Teachers to ensure they practice safe physical distancing from both pupils and staff at all times. • Schools should consider the potential increase in staff numbers and the impact this may have on welfare facilities, break arrangements. • Ensure Student Teachers can liaise with SLT where necessary to raise any health and safety COVID-19 related concerns during the placement. 	Moderate	Ongoing monitoring and review
20	<p>Home/School support visits during pandemic</p>	COVID-19 infection	Staff, pupils and students	<p>Home Visits</p> <p>During the current period of pandemic home visits should be minimised and only essential visits considered with no access to the domestic premise/family homes. Further information and a 'Generic Home Visit Risk Assessment which can be adapted as required can be source at the following link COVID-19 Recovery - Health and Safety</p>	Moderate	HT to action
21	<p>Ventilation</p>	COVID-19 infection	Staff, pupils and students	<p>There is a need for an appropriate supply of fresh air to assist in reducing the potential spread of infection. However it is important to note that increasing ventilation need to be balanced with the requirement to maintained indoor temperatures for reason including user comfort, health and wellbeing and learning and teaching. For further more specific guidance please refer to the COVID-19 Ventilation in Schools Document within the following link COVID-19 Recovery - Health and Safety</p>	Moderate	Ongoing monitoring and review

22		Testing Programme for Educational Establishments	COVID-19 infection	Staff, pupils and students	<p>Coronavirus COVID-19 Testing Kits All schools should now have access to the twice weekly at home COVID-19 lateral flow testing kits. All information on the use of lateral flow testing kits for staff and pupils can be sources for the following link Coronavirus (COVID19) - testing in schools advice and guidance It is important to note that staff/pupil etc. who undertake a lateral flow test that provided a negative result should not regard themselves or behave as if they are free from infection.</p>	Moderate	HT to action
23		<p>Phased Re-opening Arrangement for the phased reopening of Educational Establishments February/March 2021</p>	COVID-19 infection	Staff, pupils and students	<p>Introduction The following section is specific to the 22 February and 15 March 'Phased Return' period for schools and the following updates are in relation to the recently issued Scottish Government 'supplementary guidance' regarding Coronavirus: Reducing Risks in schools.</p> <p>The updates should be considered in conjunction with the existing Scottish Government Guidance and the recently issued (supplementary guidance) which highlight the required changes to existing procedures and also reinforce the key areas of mitigation within existing guidance.</p> <p>These measures will remain within the Generic Sector Risk Assessment throughout the Phased Return period and will be updated and amended as and when additional government guidance is made available.</p> <p>Education Health and Safety have provided further information within a 'Phased Return Health and Safety Guidance' document, which includes a Health and Safety Checklist to assist Head of Establishment in ensuring compliance with all key area of Education Service COVID-19 Management Procedures, which can be sourced from the following link COVID-19 Recovery - Health and Safety</p> <p>Physical Distancing There are no additional physical distancing requirements within the supplement guidance Primary Schools. However, staff should continue the follow the current Scottish Government Physical Distancing requirement for Primary Schools.</p> <p>Ventilation The Scottish Government sub group have indicated that the current guidance of heating and ventilation is still considered to be robust and appropriate. However Education Services have provided further information on the existing Scottish Government Guidance on ventilation (see section 21) or access the Ventilation in Educational Establishments document in the following link COVID-19 Recovery - Health and Safety</p> <p>Face Coverings The Scottish Government sub group have advised that the current guidance on face covering in schools should continue to be maintained (see section 16)</p>	Moderate	<p>Ongoing monitoring and review</p> <p>HT to action</p> <p>HT to action</p>

Signed:	Title: Wendy Cameron, Headteacher	Date: 02.03.21
Signed:	Title: Rachael Hannah, EIS rep	Date: 02.03.21

PART 3. CONTROL MEASURES - TRAINING

Ref.	Training Subject	Conducted By	Brief Details of Training (state where further information can be found, e.g. training programmes, where appropriate)	Training Records (state where records of training are located)	Is Training evaluated? YES/NO (provide details)	Further action required
2	PPE & RPE	SMT	Guidance Document/Method statement providing relevant information/training to be used by staff.			Ongoing

PART 4. CONTROL MEASURES – PERSONAL PROTECTIVE EQUIPMENT (PPE)

Ref.	Description of PPE (incl. Standard where applicable)	Suitable For Risk Level	Compatible With Other PPE Used	Detail of Maintenance Required Including Records	Detail of Training Required Including Records	Detail of Storage Facilities
1 & 2	Disposable Face Masks	Yes	Yes	N/A		Labelled Poly pocket (or similar) Staff room/locker Storage area
1 & 2	Disposable Apron	Yes	Yes	N/A		
1 & 2	Disposable gloves	Yes	Yes	N/A		
1 & 2	Face Shield	Yes	Yes	Pre - Use inspection by user		

FURTHER ACTION REQUIRED ON PPE

REF	ACTION REQUIRED
2	Guidance Document/Method statement providing relevant information/training to be used by staff by ES Health & Safety

Risk Rating Scale

	Slightly Harmful	Harmful	Extremely Harmful
Highly Unlikely	TRIVIAL RISK	TOLERABLE RISK	MODERATE RISK
Unlikely	TOLERABLE RISK	MODERATE RISK	SUBSTANTIAL RISK
Likely	MODERATE RISK	SUBSTANTIAL RISK	INTOLERABLE RISK

Risk Level	Action and Timescale
TRIVIAL	No action is required and no documentary records need to be kept.
TOLERABLE	No additional controls are required. Consideration may be given to a more cost-effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that controls are maintained.
MODERATE	Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risk reduction measures should be implemented within a defined time period. Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish precisely the likelihood of harm as a basis for determining the need for improved control measures.
SUBSTANTIAL	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.
INTOLERABLE RISK	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce risk even with unlimited resources, work has to remain prohibited.

* Tolerable here means that the risk has been reduced to the lowest level that is reasonably practicable.