



Glasgow City Council
Education Services

Health
&
Safety

RISK ASSESSMENT DOCUMENTATION

SUBJECT AREA OF ASSESSMENT: *COVID 19; Phase 4 and returning to St Mungo's Primary School and Nursery Class*

COMPLETION SHEET

Ref.	Risk Rating (BS 8800)	Actions to be Taken	Target Date
		Compile plan for staggered break and lunches and share with all staff Update fire evacuation procedures and share Provide details of workplace options	August 2020
Signed: (Risk Assessor)		Title: T McNulty	Date: August 2020
Signed: (Authorising Manager)		Title: M Smith	Date: August 2020
DATE OF NEXT ASSESSMENT			Ongoing

PART 1. LIST OF SUBJECTS

Subject Ref N ^o	List of Subjects (Activity, process, location etc.)
1	COVID 19; Communication, infection control and suspected case at school
2	Cleaning and Hygiene
3	Signage
4	PPE
5	Managing drop off and pick up arrangements
6	Main reception
7	Managing meetings with visitors/parents
8	Corridors, internal school traffic etc
9	Classrooms and teaching spaces
10	Managing lunch/breaks etc
11	Fire safety
12	Vulnerable children/staff including BME
13	Water from taps
14	Mental health

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 (BS 8800)	Further action required
1		COVID 19 Communication with Staff, Children and	COVID 19 Infection	Staff and children	Back to School Guides Twitter Groupcall	Moderate	

1	<p>Parents</p> <p>Infection Control</p>		<p>Email School website Class Showbie Letters</p> <p>Posters have been displayed around the school outlining key messages of infection control All staff and children to handwash regularly throughout the day and particularly on entry and exit</p>	<p>Staff to read Guidance on Re-opening Early Learning and Childcare; Infection Prevention and Control</p>
1	<p>Suspected case at School</p>		<p>Any person displaying potential COVID 19 symptoms or feeling unwell with suspected COVID 19 during the school day, inform Headteacher (or DHT) and taken to Isolation Room (former Infant PT office).</p>	<p>If confirmed case, Test and Trace system will mobilise and public health will be informed (notifiable illness procedures) Enhanced clean of isolation room</p>
2	<p>Cleaning and Hygiene</p>		<p>Children/Staff may bring own hand sanitiser if reassuring and keep in tray (children), bag (staff)</p> <p>Touchpoints to be cleaned more regularly (at least twice daily)</p> <p>Sand, water etc areas should be cleaned regularly If soft furnishings are required for a child they should be cleaned afterwards</p> <p>H and S provide cleaning sprays for each class so that surfaces etc can be wiped as required (see GCC RA 2c)</p>	<p>Staff to read Enhanced Hygiene procedures Gov advice on re-opening early learning and child care centres.</p>

3	Signage			<p>STEM posters have been displayed around the school All other posters have been removed to keep key focus on hygiene and key messages No one way system in place, all staff to exercise common sense and keep class at 2 metre distance from other adults</p>	
4	PPE			<p>Use of PPE to be based on clear assessment of risk and need for an individual. PPE may be worn by anyone and no one will be asked to remove this. No additional PPE measures are required for general use.</p>	<p>Staff to read COVID 19; Guidance for first responders (Guidance on re-opening early learning and childcare centres). PPE should be worn if working with a person who becomes unwell with symptoms of COVID 19 and needs direct personal care.</p>
5	Managing Drop off and Pick up arrangements			<p>Parents/Visitors not to enter building until further guidance. Use of additional gates and playgrounds for children Nursery; Nursery playground Primary 1; Rainbow Garden entrance Primary 2; Infant Playground and gate Primary 3, 4 and 5; Enter via Nursery gate and line up in main playground Primary 6 and 7; enter via gate at janitors house and line up at side door Teachers to exercise</p>	<p>Stand here stickers to be laid</p>

6	Main reception		<p>judgement when bringing lines in</p> <p>Induction will be via screen and in 3 languages, also on information board which can be read</p> <p>Screening board available for viewing</p>	<p>Reception area to be kept ventilated.</p> <p>Stand here stickers to be used to adhere to 2 metre distancing for adults</p>
7	Managing meetings with visitors/parents		<p>Should be prearranged</p> <p>Screening questionnaire to be completed</p> <p>Induction video should be watched</p> <p>Will take place in conference room</p>	
8	Corridors, school traffic etc		<p>No one way system required</p> <p>Movement kept to minimum in school</p>	
9	Classrooms and teaching spaces		<p>Keep well ventilated, doors and windows open where possible and safe</p> <p>Adults within the room adhere to 2 metre distancing guidelines</p>	
10	Managing lunch and		<p>Breaks and lunches staggered</p>	

11	breaks etc	Fire Safety		and children play in designated areas of playground	Normal risk assessment procedures apply	
12	Vulnerable children/staff including BME, underlying Health Conditions and ASN			To follow generic risk assessment. Discuss generic Risk Assessment with SMT and if applicable, identify additional hazards and supports to mitigate risks.		
14	Mental health			Work place options available to all staff		
Signed: (Risk Assessor)			Title:			Date:
Signed: (Authorising Manager)			Title:			Date:

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



PART 4. CONTROL MEASURES - PERSONAL PROTECTIVE EQUIPMENT

Ref.	Name of Equipment	Description (include reference to standards where appropriate)	Are details of issues recorded? YES/NO (provide details)	Has a specific assessment been carried out? YES/NO (provide details)	Further action required
					

