



Glasgow City Council

Health & Safety Group

RISK ASSESSMENT DOCUMENTATION

SUBJECT AREA OF ASSESSMENT (JOB TITLE/PROCESS/LOCATION OR OTHER SUBJECT AREA)	GCC Education Services: COVID-19 Recovery Phase Primary Sector: Generic Risk Assessment Version 3
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DEPARTMENT	Education Services	SECTION	Primary School
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COMPLETION SHEET

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	H of E	On-going
	Moderate	Clarification re installation Hand Sanitising Stations for School main entrances (In progress)	Property and Land Services	On-going
	Moderate	Clarification from GCC Corporate Procurement re signage providers (In progress), where possible schools can use their current providers if available	ES H & S and Corporate Procurement	On-going
2.c	Moderate	Deployment of additional anti bac cleaning sprays for all schools (In progress)	ES and DRS Catering & FM	On-going
		COSHH Assessment and Procedure for use of cleaning materials (in progress)	ES H & S	On-going
6.	Moderate	First Aid: Clarification on CPR (awaiting information from Corporate H & S)	ES H & S	On-going
1.c, 5, 6	Moderate	PPE update review in-line with current Gov & HPS guidance – clarification guidance document to follow with information re PPE requirement for core activities.	ES H & S	On-going
10	Moderate	Review induction provided to Education Services visitors to ensure inclusion of COVID-19 screening questions	ES H & S	On-going

Signed: Robert Connor (Authorising Manager As Appropriate)	Title: Education Service Health and Safety Manager	Date: 09/07/2020
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DATE OF NEXT ASSESSMENT	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 a generic 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 generic 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 will vary between 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,
- Regular hand washing,
- General hygiene procedures and cleaning protocols,
- Displaying of key signage,
- Regular provision of information to all parties and
- Managing and screening access to your establishment.

In addition primary schools with co-located LCR Units or pupils with Additional Support Needs can also source further information from the *ASL COVID-19 Recovery Phase Risk Assessment*. Similarly where a primary school has a Nursery Class then further information and guidance can also be sourced from the *Early Years COVID-19 Recovery Phase Risk Assessment*.

Following the completion of the COVID-19 risk assessment Heads of Establishment should 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 an educational establishment and some specific common areas that schools 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 Heads of Establishment require 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 this document is a first issue and 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.

Heads of Establishment 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:

Scottish Government COVID-19 Opening Schools Guidance	Opening schools
Scottish Government COVID-19 Physical Distancing in Education and Childcare Facilities	physical distancing in education and childcare facilities
NHS Guidance	NHS Inform website
Employees guidance for notifying employers if self-isolating or if testing positive for COVID-19	https://111.nhs.uk/isolation-note/
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
Education Services: COVID-19 Guidance Doc re symptomatic	In Progress

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

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. a. b. c.	Travelling to and from School: Staff travelling by public transport, Education Services ASL contracted transport arrangements for pupils, School Minibuses
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
13.	Managing Lunch, Snack and Breaks
14.	Fire Safety

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 an educational establishment the following areas should be 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 Head of Establishment (H of E) as soon as possible. • All Staff should be made are aware of the requirement to also inform H of E 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 schools 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/guardians should be made aware of the important requirement to alert the H of E 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) 	Moderate	<p>Ongoing monitoring and review for duration.</p> <p>H of E/SMT to ensure ongoing communication with Pupils Staff and Parents.</p> <p>H of E to ensure ongoing communication with Pupils Staff and Parents.</p> <p>Clarification from GCC Corporate Procurement re sourcing from suppliers.</p> <p>H of E to implement</p> <p>To be confirmed by DRS P&LS and GCC Corporate Procurement</p> <p>H of E to implement</p>

1.	b.	Head of Establishment 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 of E and the following steps should be taken:</p> <ul style="list-style-type: none"> • Person should be isolated within a designated area until arrangements made for collection of pupil or adult able to leave by themselves • 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 person displaying symptoms will be double bagged, labelled and stored separately (designated locked toilet area with signage) for 72hrs until it can be placed in hygiene bin. 	Moderate	<p>H of E/SMT to ensure parent contacted to collect pupil.</p> <p>H of E/SMT to access link to ensure P&LS contacted to arrange for appropriate cleaning to be carried out</p> <p>SMT to arrange</p>
1.	c.	Head of Establishment 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 H of E 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>There would be no requirement at this stage for other staff and or pupils who have been in contact with the confirmed COVID-19 case to self-isolate unless:</p> <ul style="list-style-type: none"> • They subsequently become symptomatic • Have been advised to self-isolate in line with Government guidance • Have been advised via the Scottish Governments Test and Protect initiative to self-isolate. Test and Protect (Test, Trace, Isolate and Support) <p>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>ES H & S to provide a guidance document in conjunction with Health Protection Scotland in progress.</p>		<p>See 1b re cleaning</p> <p>H of E to access info if required. *Link</p> <p>H of E to action</p> <p>ED H&S to action</p>

2.	a.	Cleaning and Hygiene Personal Hygiene Protocol	COVID-19 infection	Pupils and Staff Contractors	<p>In line with Scottish Government and Health Protection Scotland Guidance, good hygiene is key and should be maintained at all times throughout the school day.</p> <ul style="list-style-type: none"> • Staff and pupils regularly reminded of the importance of good hand hygiene/washing • Ensure the availability of sufficient hand washing sinks and liquid soap in the appropriate areas • Regular hand washing built into the daily routine for staff and pupils to include beginning and end of school day • Education Services STEM the Spread hand washing posters displayed where required • Hand sanitising stations available at main entrances and also located as where appropriate. All persons entering/leaving the building should use the available hand sanitiser. Education Services have made arrangements in order to provide an initial hand sanitising stations at the schools main entrance/reception. Further information regarding this arrangement can be source from the following link: Education COVID-19 - Health and Safety • Any portable hand sanitising bottles/containers should be supervised during the use by pupils, and appropriately stored to prevent misuse. • Anti-bacterial wipes provided where appropriate. (progressive) 	Moderate	<p>H of E to implement</p> <p>H of E to action in conjunction with Education Services re the 'STEM the Spread' Key message Campaign Posters.</p> <p>H of E can access the hand sanitising information link.</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. H of E's 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>H of E'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 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 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 regarding the provision of additional cleaning material can be sourced via the following link. Education COVID-19 - Health and Safety</p>	Moderate	<p>H of E to implement</p> <p>Clarification from both ES and catering and FM re the process of deployment and availability of cleaning materials.</p> <p>ES H & S to provide an appropriate COSHH assessment for general wipe clean use.</p> <p>H of E 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	<p>All establishments can access the generic GCC COVID-19 related information signage/posters via the following link - Education COVID-19 - Health and Safety</p> <p>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.</p>	Moderate	H of E to action

3.	b.	<p>Local School information signs/posters for staff/pupils/visitors</p> <p>e.g. (mix of temporary signs/posters etc.)</p>	COVID-19 infection	<p>Pupils and Staff</p> <p>Contractors</p>	<p>Due to the various designs, layouts capacities etc. there will be a requirement for H of E to access and purchase 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.</p> <p>Appropriate signage would be identified as part of a building assessment which would assist in ensuring that all identified and implemented local arrangements to assist in minimising the spread of infection were clearly displayed for all staff, pupils and visitors.</p> <p>The following are examples of appropriate areas which may require additional instructional signage:</p> <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	<p>H of E to identify and purchase/source appropriate posters</p> <p>H of E 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.</p>
3.	c.	<p>Education Services STEM the Spread,</p> <p>The 4 Key Messages Signage/Posters</p>	COVID-19 infection	<p>Pupils and Staff</p> <p>Contractors</p>	<p>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:</p> <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, <p>The Signs/Posters can be accessed by all GCC Educational Establishments via : <u>'STEM the Spread' Initiative Posters</u></p>		Confirmation from ES re accessing the STEM the Spread Campaign Signage/Posters

4.		Personal Protective Equipment (PPE)	COVID-19 infection	Pupils and Staff	<p>Scottish Government Guidance states there is no requirement for staff to source and wear additional PPE for the 'normal' day to day school operational activities within the school building.</p> <p>However risk assessment will identify any areas of risk where additional PPE may be required as a result of a COVID-19 associated risk.</p> <p>For example within the ASL Sector where staff will carry out personal/medical care activities with pupils who may have complex needs, be immune compromised or have a higher risk of respiratory droplet transfer via spitting, secreting etc. would require review within the RA.</p> <p>Any request for additional PPE must be via the new Council Corporate Procurement process and further information and the appropriate PPE ordering link can be accessed within the following COVID-19 Managers Briefing Document Corporate Procurement Process for PPE .</p> <p>Staff should be advised that any additional PPE requests will be subject to the needs assessment screening process carried out by GCC Environmental Health Officers re availability.</p>		<p>H of E 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 PPE.</p> <p>However, as above (Section4.) where the risk assessment identifies the potential for additional PPE then this will be carried out in line with the current GCC Corporate Procurement process and subject to the appropriate screening process.</p> <p>Particular areas of personal/medical care activities where additional PPE may be considered/required would be the ASL Sector as part of a risk assessment for ASN pupils within the mainstream sector.</p>	Moderate	<p>Ongoing review</p> <p>H of E to assess</p>

6.		First Aid Procedures	COVID-19 infection	Pupils and Staff	<p>CPR: Further information to follow.</p> <p>General First Aid Treatment: For general first aid activities the existing PPE arrangement of disposable gloves and aprons should continue to be available for use as required and in most circumstances should suffice.</p> <p>The current Government guidance in relation to COVID-19 highlights that with regard to general first aid activities there is no requirement for first aiders to wear any additional PPE unless a risk assessment identifies the need for additional PPE. For example where there is a suspected COVID-19 case and that person requires first aid attention. Then the risk assessment would identify a requirement for the first aider to wear a fluid resistant mask before providing first aid assistance.</p> <p>All educational establishment will be provided with an initial limited supply of fluid resistant disposable face masks.</p>	Moderate	<p>Ongoing Monitoring and review</p> <p>H of E to action and liaise with appropriate staff.</p> <p>ED Health and Safety currently progressing with GCC Corporate Procurement</p>
7.	a.	<p>Traveling to and from school</p> <p>Staff Travelling by Public Transport</p>	COVID-19 infection	Pupils and Staff	<p>Public Transport: Where staff travel on public transport to and from their school:</p> <ul style="list-style-type: none"> • Staggering their school times where possible across the school day to avoid peak times. • Staff using public transport should follow Scottish Government advice on physical distancing and the use of a face covering <u>can/should</u> be used. • To relieve any stress and anxiety, staff should plan their journeys as it may result in delays. <p>Staff should be advised not to car share with another member of staff/s to minimise the potential spread of COVID-19.</p>	Moderate	H of E to action

7.	b.	Education Services arranged transport (buses and taxis)	COVID-19 infection	<p>Pupils and Staff</p> <p>Pupils and Staff</p> <p>Pupils and Staff</p>	<p>School Buses/Taxis: Where pupils are transported to school via a contract bus/taxi, Education Services, The H of E and N & S Transport Section should liaise in order to ensure appropriate procedures are implemented regarding Physical Distancing, Cleaning Hygiene etc. during transportation.</p> <p>Any required cleaning arrangements for buses e.g. prior to use should be undertaken by GCC N & S or contractor bus staff.</p> <p>Where pupils who are wheelchair users require to be transported then the bus provider (N & S, or Contractor) should ensure that appropriate arrangements are in place to safely secure wheelchair harness/ties prior to transportation.</p> <p>No unauthorised third parties e.g. parents/guardians should access the bus or taxi.</p> <p>Taxis: In the event a school requires to use a taxi, it is recommended that hackney carriage taxis would be more appropriate for pupils and staff due to the formal cleaning regime, the fixed privacy screens et.</p> <p>Education Services Bus/Taxi Escorts: Due to the remote nature of the work activity, the potential for Escorts to be unable to maintain the 2m Physical Distancing when securing seat belts, general assisting pupils etc. there will be a requirement to review the current RA and consider additional PPE for Escorts.</p> <p>As a result there would be a requirement for Escorts to be provided with the following PPE and Hand Sanitising:</p> <ul style="list-style-type: none">• Disposable gloves• Disposable Aprons• Disposable Face masks• A supply of hand sanitiser	<p>ES, H of E and N & S to liaise, confirm and action.</p> <p>H of E to action</p> <p>H of E to action re PPE</p>
7.	c.	School Minibuses	COVID-19 infection	<p>Pupils and Staff</p>	<p>School Minibuses: At this current time there would be a requirement to carry out an independent risk assessment with regard to using the school minibus and it would be advisable in the circumstances to remove school minibuses from use until additional guidance and information becomes available.</p>	<p>H of E to action.</p>

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 areas should be considered:</p> <ul style="list-style-type: none"> • Staggered start and finish times • Only authorised persons should access the school grounds/building • Use of additional gates and entrances to assist physical distancing, reduce pinch points and overcrowding, • Delegate groups/cohorts advised of designated gate and entrance to use • Pupils limited to one parent escorting where necessary (Parents should not access the school premise) • Appropriate signage displayed (as per section 3) • Car parking arrangements for staff should be considered with regard to minimising persons present and implementing appropriate physical distancing. 	Moderate	<p>H of E to action and Identify drop off/pick up points, additional entrance routes etc.</p> <p>H of E 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 the 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 the establishment should receive an induction upon arrival with appropriate basic COVID-19 information re current school COVID-19 management arrangements • 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>H of E 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>Visitors: Generally face to face meetings/visits with third parties should be discouraged. However, where it is necessary for the H of E to meet with 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 • Appropriate induction and general COVID-19 screening questions • Suitable room/location identified for meeting to maintain physical distancing etc. <p>Visitor sign in documentation and protocol under review.</p>	Moderate	<p>H of E to inform staff and implement</p> <p>Ongoing monitoring and review</p> <p>H & S</p>
11.	a.	Managing corridors and general circulation routes	COVID-19 infection	Pupils and Staff Contractors	<p>Due to the various construction and layout of buildings within the Education Estate movement around each school will vary e.g. there may be a requirement to implement a one way system, specific arrangements on stairwells to ensure physical distancing is maintained with signage displayed</p> <ul style="list-style-type: none"> • Pupils should remain within their own group and not mix with other 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>H of E to inform staff and implement</p> <p>Ongoing monitoring and review</p>

11.	b.	Staff rooms, offices and toilets	COVID-19 infection		<ul style="list-style-type: none"> • Staff breaks can be staggered to reduce the number within the staff room and toilets at any one time. • 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/wipes 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 • Open windows for ventilation • No sharing of equipment within the office and regular cleaning of all equipment 		<p>H of E to inform staff and implement</p> <p>Ongoing</p>
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></p> <ul style="list-style-type: none"> • No refilling of bottles from water cooler • Consider the use of disposable cups 		<p>H of E to inform staff & pupils and implement</p> <p>Ongoing</p>

12.		Managing classrooms and teaching spaces	COVID-19 infection	Pupils and Staff	<ul style="list-style-type: none"> Classroom will be arranged in order to comply with physical distancing guidance. Consideration will be given to utilising non- teaching spaces e.g. dining hall/GP room Limited movement of resources between school and home, where there is a requirement i.e. iPads appropriate cleaning arrangements must be in place All soft furnishings and difficult to clean resources removed from use Consideration to be given to reduce the number of shared resources between pupils No access to library books Continual reminder regarding personal hygiene (as per section 2a) Ensure adequate ventilation in classrooms by opening of windows Increased use of outdoor space for teaching and learning 	Moderate	<p>H of E to inform staff and implement</p> <p>Ongoing Monitoring and Review.</p>
13.		Managing lunch, snack and breaks	COVID-19 infection	Pupils and Staff	<p>Arrangements will vary between establishments and consideration should be given to:</p> <ul style="list-style-type: none"> Staggered break times Consider using various access routes to prevent pinch points Pupils should remain within their own group and not mix with other groups/cohorts No sharing of foods Ensuring physical distancing is maintained Open windows for ventilation Consider having lunches delivered to classroom No refilling of water bottles 	Moderate	<p>H of E 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 however arrangements will vary between establishments and the following must be taken into consideration:-</p> <ul style="list-style-type: none"> Increase the number of muster points to ensure compliance with physical distancing Review and revise fire evacuation procedures Ensure fire drills are undertaken as normal (1 per term) <p>UPDATE: 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>

Signed:	Title:	Date:
Signed:	Title:	Date:
Signed:	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
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	MODERATE RISK	MODERATE RISK
Unlikely	MODERATE RISK	MODERATE RISK	SUBSTANTIAL RISK
Likely	MODERATE RISK	SUBSTANTIAL RISK	INMODERATE RISK

Risk Level	Action and Timescale
TRIVIAL	No action is required and no documentary records need to be kept.
MODERATE	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.
INMODERATE 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.

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