

Education Resources General Risk Assessment

Assessment Title	Minimising Covid-19 Exposure – Schools and nurseries re-opening full time from 11 August 2020 (V2)	Generic <input checked="" type="checkbox"/> Specific <input type="checkbox"/>	
Scope of Assessment	1. Headteachers and other senior managers working in schools and other educational settings 2. Employees returning to school settings 3. Pupils returning to school settings	Reference	ER 30/07-2
		N° Affected	various

Persons: Employee Service User Contractor Visitor Young Person Public **Frequency:** Monthly Weekly Daily Hourly Occasionally

RISK COLOUR CODE/ SCORE	LOW RISK ✓	MEDIUM RISK	HIGH RISK	VERY HIGH RISK
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<i>Aide Memoir</i> ✓ - present and considered, X considered not to be present													
Hygiene	✓	Workplace	✓	Handling / Lifting	x	Machinery	x	Slip / Trip / Fall	x	Traffic / Driving	✓	Dangerous Substances	✓
Temperature	x	Fire / Explosion	x	Pressure System	x	Environment	✓	Access Equipment	x	Electricity	x	Moving / Falling Objects	x
Work at Height	x	Noise / Vibration	x	Other (s) (note)		Weather	x	DSE / Ergonomics	x	Violence	x	Tools / Work Equipment	x
						Note:							

Hazard/ Concerns	Risk Rating	Control Measures	Residual Risk Rating	Further Action Required
Exposure to Covid-19 infection as a result of direct or close contact with others	16 Very High	<ul style="list-style-type: none"> Two metre physical distancing between adults should be maintained. Two metre distancing between adults and children should be maintained.(recognised not always possible e.g. early years or ASN) – Bubbles in the nursery and P1 In secondary schools encourage physical distancing or physical contact as much as possible between young people, particularly in the senior phase. Avoid assemblies or other typically large gatherings. – No assemblies taking place Wherever possible in primary schools, keep children and young people within the same groups for the duration of the school day with the same teacher and support assistants. – Zones in Playground / Pods with nursery and P1 open area in bubbles In secondary, consider keeping groupings together during the day via alternative timetabling, during lunch sittings and encourage distancing 	4 Low	

particularly in the senior phase. Consider e.g. possible soft changeovers and creative timetabling e.g. double periods or teachers moving rather than learners

- Adults in educational establishments do not need to wear face coverings as two metre distancing should be maintained, however may decide to opt to do so through personal choice. – Many staff have chosen to do so through personal choice. PPE given to staff and extra in school office
- There may be occasions where this is not possible. Where adults cannot maintain a two metre distance, are interacting face to face for 15 minutes or more, face coverings should be worn. Where this happens staff will wear PPE
- Introduce a flexible approach to the physical reconfiguration of teaching and non-teaching areas, taking account of hygiene, staffing, supervision and individual learner and staff needs. All areas have been physically reconfigured and refined. Staff have completed seating plans of their rooms. Nursery have at visit from HQ to look at physical reconfiguring of nursery space inside and outside.
- Seating, desks and other heavy traffic work areas e.g. copier rooms should be safely spaced to promote physical distancing. Office and photocopier room furniture moved to promote physical distancing
- Decrease physical interactions generally by looking at staff and pupil movement throughout the establishment. Restricted movements in place regarding no messengers, no one out of class during lessons, No Meet and Greet
- Consider one-way or keep left systems, staggered breaks and starts. One way system in place. Staggered breaks and lunch times
- Access classrooms directly from outside where possible. Only Possible for P1 and nursery and this is happening here.
- Encourage staggered use of staffrooms, break areas and offices to limit occupancy at any one time. Encourage cleaning items after each use including cooking equipment, crockery and cutlery. Staffroom breaks staggered. Nursery have their own staffroom.

- No sharing of food and drinks including milk. Fridge checked at end of evening. Any items thrown out
- Maximise outdoor space throughout the day ensuring those with complex needs or disabilities are not disadvantaged and hygiene arrangements are in place for shared equipment. Classes doing outdoor learning 3x per week. Nursery hut being used for ASN child
- Consider integrated procedures and guidance for pupils leaving and returning to school e.g. lunchtime. No child leaves school at lunchtime at Maxwellton. However if they did enhanced hygiene practise and reminding importance of wearing a mask in shops and community etc. Nursery children leave on a Wednesday lunchtime. Nursery clean directly after this
- Encourage parents to consider the most appropriate travel arrangements including, as far as it is safe to do so, walking, cycling and scootering to help reduce unnecessary travel on buses or public transport. Bikes & Scooters have been promoted. Park & Stride option in place.
- Ensure that transport providers, including those via SPT, are following all necessary government and industry advice to reduce risk.
- Any works, repairs or maintenance carried out within the establishment should adhere to physical distancing and hygiene measures.- Any works have taken place at the weekend.
- Recognise concerns raised by members of the BAME community including supporting individual requests for additional protections in discussion with staff, pupils and families. All members have had self assessment and meeting with HT.
- Given current low levels of transmission in Scotland, those previously shielding are now following the same advice as the general population. Arrangements should be put in place for individual circumstances (such as those with underlying health conditions) in line with any specific clinical advice and assessment of risk, particularly where physical distancing cannot always be maintained. Staff should use the South Lanarkshire Council Self-Assessment form to help inform discussion with line managers on these issues.= All self assessment forms have been completed and meetings with HT have taken place

		<ul style="list-style-type: none"> • Floor markings, signage and posters to be used to keep employees informed on things like maximum room capacity and direction of travel. – All around school and nursery • Designate a well ventilated room as an isolation space for anyone showing symptoms of infection. Isolation room – room beside PT office • Limit face to face meetings indoors and adhere to the identified capacity of meeting rooms, staff rooms and areas bases. All physical meetings being done via MT Meets. Where absolutely necessary strict procedures regarding hand hygiene, social distancing and PPE are in place • Working from home may still be applicable. Offered to all staff for CCC • Contractors, parents and visitors to be kept to a minimum. • Staff have clear advice on dealing with enquiries from the public. • Provide all necessary support to those requiring it to follow these measures e.g. for those with visual impairment or limited mobility. – All documents kept of shared area so they can be blown up easily to correct size on the computer. • Staff and pupil movement between establishments including peripatetic / supply staff should be kept to a minimum. Kept to minimum and following enhanced hygiene rules. • The first aid box should have supplies such as PPE to allow for enhanced protection where required. All checked by first Aider and PPE placed inside including travel first aid bags 		
<p>Additional Local Concerns To be completed by assessor</p> <ul style="list-style-type: none"> • Two schools and a Nursery entering the same building • Two schools and a nursery using cafeteria • Narrowness of SLT corridor • Use of staffroom by Two schools and a nursery • Use of corridors by two schools • School office area 	<p>16 Very High</p>	<ul style="list-style-type: none"> • Greenburn staff and children entering through the bottom door. Staggered start time for staff. Now entering through gym hall door. • SLT corridor becoming a 'Stop and wait area' . Only one person allowed to use the corridor at a time. • Greenburn children eating lunch in classrooms. Staggered break times in Maxwellton. (Except Mark)- socially distanced • Maxwellton Nursery staff using meeting room as their staffroom. Split breaks to lower numbers in staffroom.- Fridge ordered for this room. • Staffroom socially distanced and white good equipment from two schools separated to ease congestion. Cleaning of equipment put in place also. • Corridor protocol – Stay to the right put into place • No one to enter the school office area except SLT and office staff as very tight space 	<p>4 Low</p>	

		<ul style="list-style-type: none"> Nursery entering through two separate doors 		
<p>Exposure to Covid-19 infection as a result of poor personal hygiene</p>	<p>12 High</p>	<ul style="list-style-type: none"> Ensure that all staff, pupils and visitors are aware of the high importance of frequent and thorough handwashing / sanitising. – Lessons have been carried out in classes. Staff reminded in daily bulletin. Ensure that all staff and pupils frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Ensure that sufficient handwashing / sanitising facilities are available. – Janitor replenishing throughout the day. Ensure that all staff and pupils clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing. – Hand hygiene practice in place in nursery and school Ensure that all staff and pupils use a tissue or elbow to cough or sneeze and use lidded bins for tissue waste cleaning hands afterwards. Tissue bin have been issued to all Ensure that help is available for staff and pupils who may require assistance in accessing hygiene facilities. Anti-viral sanitising wipes provided for regular personal use at computer keyboards, photocopiers and telephones. Ant bacterial wipes placed at all phones and keyboards. Spray also in every room Ensure that all staff and pupils are encouraged not to touch their face. Constant reminders Ensure that help is available for children and young people who have trouble cleaning their hands independently. – Where trouble eg nursery ASN child ant bacterial wipes are used Consider how to encourage young children to learn and practise these habits through games (no outward singing). Hand hygiene board maker symbols in all pupil toilets. The majority of staff in education settings will not require PPE beyond what they would normally need when supporting children and young people in their care, even if they are not always able to maintain a distance of two metres from others. PPE will be provided but is only required in a very small number of cases including: 	<p>4 Low</p>	

		<ul style="list-style-type: none"> ✓ Where adults cannot maintain a two metre distance and are interacting face to face for 15 minutes or more ✓ Work with children and young people whose care routinely already involves the use of PPE due to their intimate care needs ✓ Where a child, young person or other learner becomes unwell with symptoms of coronavirus and a distance of 2 metres in the designated area prior to parent collection cannot be maintained or there is risk of splashing from a cough, spit or vomit. – Isolation room would be used ✓ Any other task that would routinely involve PPE e.g. providing first aid <ul style="list-style-type: none"> • Ensure government / public health advice is followed for any member of staff, pupil or visitor showing symptoms of infection. • Water dispensers can be used with care and those doing so should sanitise their hands before and after use. To reduce usage, staff and pupils should bring their own filled bottle each day which can be topped up during the day if required. Direct access by primary aged children should be avoided. Supervision may be necessary.- Water dispensers not being used in Maxwellton 		
Additional Local Concerns To be completed by assessor <ul style="list-style-type: none"> • Two Schools and a nursery staff using same toilets • School Office • Staffroom 	16 Very High	<ul style="list-style-type: none"> • Segregated toilets for Maxwellton and Greenburn staff and pupils • No one to enter the school office area. Use of office window for all. • Staffroom sanitising station to be put in place. • All staff to take home cutlery and crockery. No food to be left in staffroom. 	4 Low	
Increased risk of exposure to Covid-19 as a result of poor environmental hygiene		<ul style="list-style-type: none"> ▪ Prior to staff and pupils returning, a clean will take place in all areas including the use of electrostatic spraying. – Every Friday also ▪ An enhanced cleaning regime will be in place including an increased focus on high intensity touchpoints such as door furniture (push plates, handles), wall furniture (light switches, sockets) and sanitary ware to ensure those spaces are sanitised more regularly. Touch point clean 3 x a day by janitor ▪ All areas will be electrostatically sprayed weekly with a protective covering. 		

12
High

- A Start Back kit will be provided to all establishments including disposable gloves, tissues, towel and soap dispensers, viral wipes and aprons.
- Introduce a clear desk policy and remove unnecessary items from classrooms and work areas to ensure all areas are more easily cleaned
- Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts).
- Limit the use of shared resources, including those usually taken home. Keep bags off desks and worktops. Any shared materials and surfaces should be cleaned more frequently.
- Anti-viral sanitising wipes will be provided for regular use at computer keyboards, photocopiers and telephones.
- Lidded bins for tissues are emptied throughout the day.
- Where safe to do so it is good practice to keep windows and doors open to increase natural ventilation and reduce contact with door handles. Internal fire doors should never be held open (unless assessed and provided with appropriate hold open and self-closing mechanisms which respond to the actuation of the fire alarm system). Internal windows and outside windows are open
- Although Health Protection Scotland regard this as a non-airborne virus we have taken the following industry guidance from REHVA (European Collaboration Network):
 - Ventilation Systems bring air into and extract air out of buildings and therefore should remain active – these have been switched on 24/7.
 - Where air conditioning units cannot be fully fresh air intake these will be switched off.
 - The opening windows or doors in these areas (except fire doors) should be used to regulate heat alongside the ventilation system.
 - Server rooms will remain on as no personnel occupy these spaces.
- Consider regular meetings with cleaning staff to confirm cleaning regimes, adjust as necessary to take account of high traffic or problem areas and ensure that levels of supplies are maintained. HT checking in with Maria after every Covid meeting

4
Low

		<ul style="list-style-type: none"> ▪ If a pupil, member of staff or visitor has been confirmed as being tested positive for COVID-19 - the Facilities Officer will immediately arrange an electrostatic spray of the entire premise. The product used will decontaminate within minutes. 		
Additional Local Concerns To be completed by assessor		<ul style="list-style-type: none"> • Classroom doors and windows to be open as often as possible • Anti Virus wipes in each class & computer suite • Segregated toilets for Maxwellton and Greenburn staff and pupils • No one to enter the school office area. Use of office window for all. • Staffroom sanitising station to be put in place. All staff to take home cutlery and crockery. No food to be left in staffroom. 		
Increased risk of exposure to Covid-19 and its effects as a result of poor communication	<p style="text-align: center;">12 High</p>	<ul style="list-style-type: none"> • All staff are aware of, and have access to, the full range of Corporate guidance on managing risks associated with Covid-19 including Education Resources Safe System of Work – Covid-19 Working Safely in Educational Establishments. – Folder for all Covid documents created on RM Staff • All staff have been briefed on new working arrangements and understand the role they have to play. • All staff have the opportunity to discuss new working arrangements on an ongoing basis and are aware of how to report concerns. – Covid officer – Ht and Mrs Goodwin • Zero tolerance of symptoms should be in place and staff will follow strict compliance with current Government guidance in relation to Test and Protect and restrictions on movement. • Staff understand Covid-19 infection symptoms and what to look out for. – Discussed with parents, children and staff. Jason Leitch letter gone out and on blog • All visitors including parents, contractors and suppliers are advised not to enter the premise unless previous agreed by the management team. No one enters school without an appointment • Contractors and suppliers are aware of local protocols for entering the premises and safe use of facilities such as toilets. • The establishment provides regular, timely and clear communication about the approach they are taking to recovery. Return to school handbook issued, daily emails, classroom blogs, what you need to know letter 	<p style="text-align: center;">4 Low</p>	

		<ul style="list-style-type: none"> All children and young people and parents are aware of the new arrangements and controls within and their responsibility in taking these forward. Reminded via twitter and emails Consider parental surveys/communications to encourage walking, cycling, scootering, park and stride and remind parents of responsible parking, drop off and pick up. – This has been promoted and use of Park & Stride The establishment has arrangements for good quality dialogue with pupils about the new measures and any changes. – Weekly pupil voice is in place The establishment will ensure its approach co-ordinates with wider easing arrangements nationally and locally to help promote a coherent feel to provision of services and will consider designating a member of management staff to act as a ‘Covid Officer’ to help take this forward. Regular meetings required to ensure risk mitigation actions remain in place and resolve any issues arising. – Weekly Covid meeting The establishment will inform all staff and follow all instructions in relation to the following national programmes available to all establishments within South Lanarkshire : <ul style="list-style-type: none"> ✓ Test and Protect programme ✓ Fast access to Covid-19 testing for staff and pupils ✓ Enhanced surveillance programme for schools and nurseries 		
Additional Local Concerns To be completed by assessor <ul style="list-style-type: none"> Two schools and nursery using same building 	12 High	<ul style="list-style-type: none"> Daily updates with SLT of both schools regarding any issues or use of areas Daily Staff bulletin being emailed to all staff with any daily updates or safety advice Weekly COVID meeting with Trade Union Representatives 	4 Low	
Increased risks due to long term closure of the building	12 High	<ul style="list-style-type: none"> Property inspection arrangements will continue prior to schools and nurseries returning in August including required checks such as water, utilities, lifting equipment and fire controls. 	4 Low	
Additional Local Concerns To be completed by assessor Fire Evacuation Procedures	12 High	<ul style="list-style-type: none"> Revising of Fire Evacuation Procedures – Issued to staff and in RM Staff folder . 2 x Fire drills already 	4 Low	

Additional Risk Areas	12 High	<ul style="list-style-type: none"> • Consider Personal Risk Assessments for those employees deemed clinically vulnerable by NHS. • Review existing Fire Evacuation Plans including PEEPs • Review existing risk assessments and safe systems of work for practical subject areas in secondary taking account of the controls above. • Review existing Health Care Plans, risk assessments and Behaviour Assessment and Support Plans (BASPs) for children with more complex needs taking account of the controls above. – Nursery Care Plans being completed at home and finalised over the phone. • Ensure that staff are fully aware of the wellbeing supports available to them including those via South Lanarkshire Council’s Employee Assistance Scheme, - Supports emailed to staff via signposting from Personnel • Consider new guidance on supporting the mental health and wellbeing of children and young people. – Focus on HWB curriculum.. Action for Happiness topic • Staff should also review all Wellbeing curricular supports available to them including Scottish Government and Education Scotland Guidance and SLC related resources including Promoting Positive Relationships and Understanding Distressed Behaviour, Attachment Theory and Practice, Education Operating Procedure A30 - Supporting those involved in Violent Incidents and Autistic Spectrum Disorder (ASD Consultation). – Included in Recovery planning document • For all nurseries, the Head is required to complete a “Changes to Service Delivery due to Coronavirus (COVID-19)” notification to the Care Inspectorate by using the eforms. This will allow for your nursery to re-open and re-activate your registration. – This has been completed as well as self evaluation question 5 	4 Low	
Additional Local Concerns To be completed by assessor				

Supplementary recording sheet used? Yes No Number of sheets used: _____

Note on Manager Actions:

Heads and Managers should use this assessment to cover general and local matters specific to their establishment. This local information can be added above to create an overall action plan to help ensure everyone understands what is required of them and how they can best protect themselves and others.

You should review this document in partnership with staff and their representatives, adapt as necessary for your establishment, sign off and share with all persons involved. It is good practice to review these arrangements on an ongoing and regular basis with your team.

Specific Additional Guidance/Notes:		
<ul style="list-style-type: none"> Ed Res Covid_19 Pupils Returning Safe System of Work Current public health approach on clinical vulnerabilities Government direction and guidance on required action available from www.gov.scot/coronavirus-covid-19/ 		
Further Actions/Recommendations	Timescales	Responsible Person
Standard Actions		
Provision of Information, Instruction and Training		
Passing on the details to others within SLC, partners or contractors		
Preparation of Safety System of Work		
Commissioning other specialist risk assessments (please list relevant ones)	1)	
	2)	
	3)	

Risk Matrix.					
Use the matrix below to give a general evaluation of risk, based on the most likely outcome.					
Almost Certain (90% - 100%)	5	10	15	20	25
Likely, only to be expected (65 - 88%)	4	8	12	16	20
Probable, not surprising (40 - 64%)	3	6	9	12	15
Unlikely (10 - 39%)	2	4	6	8	10
Rare (0 - 9%)	1	2	3	4	5 **
Likelihood	Insignificant (scratch, minor cut/bruise)	Minor (Lacerations/sprain strains, mild health effects)	Moderate (Minor bone break, temporary minor illness/eye injury)	Major (break of major bone, loss of digit, minor illness, electric shock loss of limb/eye serious illness)	Catastrophic (Fatality)
Consequence					
Low	Medium	High	Very High		

** If a fatality is being considered as the principal potential outcome, discussion should take place with the H&S team

Risk Assessor(s): Jill Laing		Manager Name: Mrs Jill Laing		Date: 10/8/20
Reviewer: Julie Humphries		Establishment: Maxwellton Primary School & Nursery		
Signature(s) Julie Humphries	Date:	21/08/2020	Signed: <i>Mrs Jill Laing</i>	