


ID: RA/COVID-19 21/05/2020 School reopening		OPERATING PROCEDURE & RISK ASSESSMENT	
Document created: 15/05/2020	Version Number: 2	Version Date: 31/07/2020	Next Scheduled Review Date: 10/08/2020
Service: Education Services		Section: All	Approved by Document Owner: Education Services
Assessed by: Pauline Ramsay Health and Safety Team Leader		Added to by LIZ RUDDY	
Task: Reopening of school and management of infection risk of Covid 19. The suggested control measures in this document are ideal measures but have to be considered and practicable for each site that the risk assessment is conducted on. This generic assessment must be reviewed and adapted by each head of establishment/lead officer/line manager.			Number of people affected: Employees/service users/members of the public 300+
Work Location: Whinhill Primary School and Nursery Class			
Equipment/Plant: Various			
Training or Competence Requirements: Infection control training where relevant Training on donning and doffing PPE if required.			

No.	Safety Hazard	List of control methods that should be followed to protect your health and safety.	PPE/Training Requirements	Identify any actions required to implement the control	Assigned to	RAG Status
1.	Covid-19 at risk categories Employees and pupils who are at greater risk of significant health issues if Covid-19 is contracted.	All employees should identify their Covid age; where this is moderate or high discussion should take place with line management and, in conjunction with the risk assessment for their work, controls be put in place in line with the guidance. Use vulnerable person risk assessment version 7.  risk-assessment-un derlying-health-con	Unless advised to wear face coverings on clinical guidance this is not mandatory but may be worn if desired.			

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		<p>Where a staff member is in the very high risk group then remote working is the preferred option.</p> <p>Strict physical distancing and good hand hygiene must be maintained.</p> <p>Where a pupil has underlying health conditions/clinically vulnerable they should be able to return to school unless they have been advised against it by their GP or healthcare provider. Care plans and additional support needs assessments must take into account risk from Covid 19.</p> <p>Follow local guidance in relation to potential outbreaks and maintain plans for educating remotely.</p>				
1.	<p>Commuting to and from site (staff)</p> <p>Restrictions on maintaining 2 metre recommended social distancing and increased risk of infection as a result</p>	<ul style="list-style-type: none"> • Wherever possible private transport should be used to maintain isolation from the public when commuting to the office. • If public transport cannot be avoided, the employee should be encouraged to follow current government advice in respect of “face coverings”. • On arrival at the site, employees should thoroughly wash their hands for at least for 20 seconds or use hand sanitiser gel immediately on entry to the workplace. • When using council onsite parking, where available, staff should be reminded of social distancing requirements through use of onsite notices or posters. 				

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2.	Pupil transport to and from school	<ul style="list-style-type: none"> • Wherever possible parents should be encouraged to use private transport to maintain isolation from other pupils. • Encourage pupils to walk through use of walking trains suitably socially distancing young persons from adults. • Ensure buses/companies used have an appropriate cleaning regime in place for their buses. • Bus companies should have a system in place to allow pupils to sanitise hands on entering the bus. • Bus drivers and bus escorts should wear face coverings on the bus and remain 2m physically distant from pupils as far as possible. • Transport families together where possible. • Unless by prior arrangement for pupils with mobility requirements parents should not use onsite car parking facilities at schools. • Follow guidance in the school transport section of Coronavirus (COVID-19): Guidance on preparing for the start of the new school term in August 2020 	Face coverings for drivers and bus escorts.			
3.	Covid 19 infection Exposure to someone with Covid 19	<ul style="list-style-type: none"> • Regular reminders of requirement not to attend school with Covid 19 symptoms • Any employee showing symptoms of Covid-19 or sharing a house with someone with Covid-19 should remain at home as per the government's guidance. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home- 		<ul style="list-style-type: none"> • Regular information in school newsletter/twitter/website and app. 		

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		<p>guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <ul style="list-style-type: none"> • Staff or their household contacts with Covid 19 symptoms to be referred for testing immediately. (Contact H&S to arrange a priority test) • All Council contacts, who can be identified, within the previous 3 days of the employee/pupil starting symptoms to be recorded. • If possible try to maintain the work/social bubbles of those who may have been in contact with a possible Covid 19 case to minimise risk of an outbreak spreading. • Have in place a procedure for dealing with a suspected Covid case on the premises. Follow Guidance in IS 89 http://icon/news/2020/jul/guidance-someone-takes-ill-covid-19-symptoms-workplace/ 		<ul style="list-style-type: none"> • Protocol in place. Communicated to staff and displayed in staffroom and medical/isolation room. 		
4.	<p>General classroom attributes.</p> <p>Social distancing between pupils and adults and between senior pupils. High density room occupation increased risk of contraction of Covid-19</p>	<ul style="list-style-type: none"> • Classrooms should operate at full capacity however each classroom should be assessed to ensure pupils are not sitting facing one another but side by side and facing to the front. • Pupils should be spread out so far as is possible to maximise any physical distancing. • Classroom layout to ensure 2m physical distancing between teacher/support staff and pupils. • Where 2m physical distancing is not feasible due to the age or needs of the pupil utilise face 	<p>Face covering or use of Fluid resistant surgical masks where there is a risk of droplet transmission. Goggles or face shield may also be required.</p>	<ul style="list-style-type: none"> • Classes restructured to conform with guidance. • Early level guidance for P1 also followed. • Where an adult is within the 2m limit for more 		

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		<p>coverings or PPE depending on the assessed needs of the pupil or group.</p> <ul style="list-style-type: none"> • Where practicable, minimising the mixing of groups within the school environment. This will assist with track and trace requirements in the event of a case of Covid 19. • Increased use of outdoor spaces. • Considering whether teachers, rather than pupils, should move round classes where practicable. • Regular hand hygiene to be practiced. • Use of floor marking and travel direction markings where necessary to reinforce rules. • Use all the available space in classrooms, halls, libraries or social spaces to promote distancing where possible 		<p>than 15mins face coverings will be worn.</p> <ul style="list-style-type: none"> • Breaks and lunch have been staggered to minimise contact numbers. • Regular hand hygiene reinforced. 		
5.	<p>School access – egress</p> <p>Peak periods, increased risk of social distancing failures, symptomatic employees or pupils</p>	<ul style="list-style-type: none"> • To reduce the risk of congestion at historically peak times of access and egress consider use of staggered arrival and departure times to minimise pupils and parents arriving at one time. • To reduce the access – egress volume at lunchtime and the need for pupils and staff to go to the shops encourage all to bring in food or sandwiches. • Where feasible one way systems could be considered in corridors and office walk ways. In wide corridors $\geq 1900\text{mm}$ this can be a clearly demarked two way system. In narrow corridors you may wish to consider if a one way system is feasible or external circulation routes used. 		<ul style="list-style-type: none"> • Arrival and pick up for different classes has been communicated to the parents. • All corridors in school have been demarked a two way system. Directional arrows are in place. 		

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		<ul style="list-style-type: none"> • Adults should avoid unnecessary movement through the corridors at peak pupil movement times. • Consider management of please takes to minimise staff movement at peak traffic flow times. • Access to schools to be strictly controlled - every person accessing the building to follow entry control screening instructions. If unable to comply, they should be advised to return home and follow NHS guidance. • On accessing the building all employees and visitors to thoroughly wash their hands for 20 seconds or use hand sanitiser. • Hand sanitisers with alcohol content of > 60% to be available in communal areas such as lift, lobbies, building and school entrances and other strategic locations as identified in the building assessment. • Consider how pupils get into the school to avoid bottlenecks and areas of congestion. • Use classroom entrances if available or alternative routes into school. • Where adult visitors may have to line up use 2m markings on the floor. • NURSERY – will use their own access. Parents to be encouraged to use the back gate beside the nursery and wait outside the nursery play area (following 2m social distancing markers) where they will be met by a member of staff to allow child access to the nursery. 		<p>Nursery times have been staggered to avoid possibility of congestion.</p>		

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6.	<p>General school movement and meetings.</p> <p>Risk of spread of Covid 19 through</p>	<ul style="list-style-type: none"> • Face to face meetings of large groups of adults should be avoided, employees should make use of conference calls, virtual meetings etc. • Parents not permitted to access school grounds or the school building unless by appointment to avoid congregating in playground areas. • Breaks being staggered by class, to avoid pupils from different classes coming into contact where possible (particularly when indoors and some more enclosed outdoor spaces) • Offices to be assessed to ensure 2m physical distancing can be maintained between desks. • Perspex barriers in place at public facing counters. • Hot desking or sharing of equipment to be avoided. Where sharing occurs equipment to be cleaned after use. • All pupils to have their own equipment, i.e. tray, pens/pencils/paints colouring pens, books etc. • Meeting rooms to be assessed, and two-metre social distancing points to be defined with appropriate signage, excess chairs to be removed. • Rest area/staff rooms to be assessed, and two-metre social distancing points defined with appropriate signage, excess chairs to be removed. • Visitor waiting area to be assessed, and two-metre social distancing points defined with appropriate signage, excess chairs to be removed. Strict scheduling of appointments to restrict the potential of overcrowding, face masks to be available to visitors in waiting areas and meeting rooms. 	<p>Face coverings available if required in areas where physical distancing may not be possible.</p>			

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		<ul style="list-style-type: none"> In areas where social distancing is not possible such as storerooms/photocopy rooms these should be restricted to single-use. When this is not possible face coverings in the form of reusable or disposable face coverings should be worn for the duration of dual occupation and disposed of correctly in the bin after use. 				
7.	<p>School culture</p> <p>Breakdown in procedures, employee/pupil weariness, reduced risk perception leading to shortcuts</p>	<ul style="list-style-type: none"> Signage throughout the school to re-enforce the need for social and hygienic controls in respect of Covid-19. Two-metre social distancing markers at key points within the school, for example, reception, tea points main thoroughfare. Regular checkpoint meetings to discuss what is going well, concerns, suggestions, risk assessment, Health and Safety rep, if available, to be present and meetings minuted. Pro-active monitoring that all the school controls and social distancing measures are being adhered to by staff and pupils. Reporting of any breaches to management for investigation Appointment of "safety marshal" roles on site to monitor and enforce compliance on a day to day basis. No communal food, i.e. sweets, biscuits etc allowed in classrooms and staff bases. Staff/pupils instructed not to stop on stairwells and corridors to talk to others. 		HT – safety marshal		

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		<ul style="list-style-type: none"> Encourage children and young people to maintain distance where possible, particularly indoors – this does not have to be strict distancing of 2m if this is unachievable, but encouraging children and young people not to crowd together or touch their peers is recommended. Discourage social physical contact (hand to hand greeting/hugs) 				
8.	Desks/tables and work stations Surface contamination transfer of Covid-19 virus	<ul style="list-style-type: none"> To reduce the risk of contamination in the classroom at the start and end of each period and working day the workstation is to be wiped down with disinfectant and paper towels, the towels to be disposed of in the bin. All desk hard surface areas to be cleaned by the employee or the pupil using it. This to include, desk, chair arms, keyboard, mouse and any other items regularly touched or handled. Telephones and headsets if used to be sanitised at start and end of the day with appropriate sanitiser Teacher workstations/desks to be clearly marked with 2m distance and staff/pupils should not stand and talk within that space. 				
9.	High contact areas Surface transfer throughout the office, door entry and egress, tea & coffee	<ul style="list-style-type: none"> Doors entry is mainly via swipe cards, where there are push buttons or other manual exit requirements these will be cleaned as for high contact points. Do not use drinking fountains where pupils drink directly from the tap. Bottles can be filled but this 		<ul style="list-style-type: none"> Temporary drinking fountains in place. Pupils 		

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	points, rest area, staff rooms	<p>should be supervised and nozzles cleaned when necessary where there may have been cross contamination. Drip trays should be emptied after each use.</p> <ul style="list-style-type: none"> • Provide hand sanitisers at all high contact points – areas such as entrances, tea points, rest areas and other designated points throughout the building. • For multiple occupancy rooms, instigate regular cleaning of all high contact points with a suitable disinfectant. For single occupancy areas a reactive cleaning regime should be implemented. Clearly identify where cleaning responsibilities lie. 		required to bring a water bottle.		
10.	<p>Cleaning – infection control</p> <p>Risk of contamination of surfaces in high use areas and across the office</p>	<ul style="list-style-type: none"> • To reduce the risk of infection, an enhanced cleaning schedule of contact points, rest areas, and toilets needs to be implemented, a minimum of twice per day. • Suitable disinfectant cleaner to be used throughout the school and available within each room at high use areas for all staff and pupils to use at their own desks workstations and chairs. Staff to be trained in its use and COSHH assessment to be in place. • Cleaning sheets to be available at all high contact points/areas to show compliance with cleaning scheduling and to be checked by site responsible person or deputy. • Where practicable, consideration should be given to having available a day cleaner within each school to ensure all high use areas are thoroughly cleaned on a scheduled basis. An 		<p>High levels of sickness absence may have an impact on the availability of cleaning staff. This will be monitored.</p> <ul style="list-style-type: none"> • Day cleaner in place. 		

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		<p>alternative approach is to ensure a cleaning regime carried out by building users can be implemented and managed locally.</p> <ul style="list-style-type: none"> • In PPP buildings agreements to be in place in respect of the cleaning of the communal areas within the building. • Staff/pupils to wash hands regularly, ideally on entry to any classroom with a sink or use hand sanitiser. • Reception areas and interview room surfaces including chair arms to be cleaned between appointments. • Before schools re-open a thorough clean should be conducted. 				
11.	<p>Rest area/staff rooms High use area – higher risk of social distancing breaches and contaminated surfaces</p>	<ul style="list-style-type: none"> • Maximum occupancy of the rest area/staff room to be defined by the lead officer/head of establishment based on two-metre physical distancing rules. • Signage to be put in place identifying maximum numbers allowed in each room. • Where appropriate access and egress route into and out of rest area should be defined with two-metre social distancing markers along route. • Suitable disinfectant/cleaning materials to be available in the area to wipe down surfaces and equipment that has been used. • If tables and chairs within the area are used these should be wiped down before and after use with the provided disinfectant and paper towels. 		<ul style="list-style-type: none"> • Current staff room will allow 10 staff inside. Current staffing complement 64. Alternative arrangements will be sought. Staggered breaks also in place. 		

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		<ul style="list-style-type: none"> Where rest area/staff room is not large enough to allow staff to have lunch in the area whilst maintaining social distancing staff should be allowed to have staggered breaks. All cutlery, plates etc to be washed and put away in cupboards immediately. 				
12.	<p>Food and beverages hygiene</p> <p>Risk of cross infection from contaminated food items in fridge or store cupboards</p>	<ul style="list-style-type: none"> Staff where possible should bring their lunch into the school in clean plastic containers that can be removed at the end of the day. Only essential items to be stored in any fridge. All items in containers to be wiped down with disinfectant before the item is stored in the fridge or after use and replaced in the fridge. Limit food storage in fridge to lunches brought from home and milk. Staff should wash hands after replacing items in the fridge; this will ensure they have no contamination from the items if previous controls mechanisms have broken down. Fridge to be cleaned daily and unsealed items removed. Daily stock check of the fridge to be conducted by the site responsible person to ensure only essential items are stored in it Hygiene notices to be displayed in the rest area and check sheets for cleaning and fridge checking to be on display. Shared food or communal food is not permitted. 				

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13.	Dining areas	<ul style="list-style-type: none"> Schools to consider initially provide packed lunches rather than hot food. In primary/pre 5 consider where pupils to eat i.e. the classroom or outside. Consider a system of sittings utilised to stagger lunch breaks. 		<ul style="list-style-type: none"> All primary children will eat in the classroom. Dining hall will not be used by primary pupils. 		
14.	Toilets and showers Risk of infection from contaminated surface, reduced social distancing	<ul style="list-style-type: none"> Instructions for all to wash hands after use of facilities and wipe down surfaces. Hygiene signage to be placed within toilet areas. For staff facilities where necessary take out of use alternate cubicles to maintain 2m social distancing. Use cubicles only remove urinals from use. For staff facilities limit the number of persons who can use the facilities at any one time. Staff toilets place signage on the door advising of maximum numbers allowed in. Ensure adequate supplies of soap and paper towels for hand drying. 				
15.	Building and office vestibules and reception areas Risk of symptomatic visitors, cross contamination from hard surfaces	<ul style="list-style-type: none"> Regular cleaning of areas and hard surfaces with suitable disinfectant to be undertaken. Hand sanitisers to be available in all communal areas. Social distancing signage to be in place. Covid-19 isolation signage to be in place at entrances to building and office areas. Barriers in place at reception desks 				
16.	First aid Risk of cross infection	<ul style="list-style-type: none"> First aiders should be provided with the following PPE in case they have to administer first aid, apron, goggles, fluid resistant surgical face mask, 	Plastic aprons IIR Surgical masks			

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		<p>nitrile gloves, the injured person should also be provided with a face mask.</p> <ul style="list-style-type: none"> • If CPR is required, the person's mouth must be covered before CPR, Hands-Only CPR is to be performed whilst waiting on emergency services. CPR can be carried out in conjunction with a defibrillator if available. • First aiders to remove PPE and wash hands as set out in PPE guidance and dispose of in a sealed double bag or as clinical waste if necessary. • Each building to have a room identified which can be used by symptomatic persons if required while waiting on transport home. • All first aiders to be issued with the first aider Information sheet. 	<p>Nitrile disposable gloves Goggles Hand sanitiser Resuscitation face shields</p> <p>Training on donning and doffing PPE</p>			
17.	Emergency procedures Social distancing procedures	<ul style="list-style-type: none"> • Whilst physical distancing rules apply, it would assist in keeping the planned statutory fire drills to the minimum. No less than 2 per year. • During a planned drill, social distancing wherever possible should be maintained once the building has been evacuated. • Ensure individual muster points are distanced at least 2m apart. • Fire doors must not be wedged open. 				
18.	Deliveries Maintaining social distancing and integrity of	<ul style="list-style-type: none"> • Establish an area within the building or office area for deliveries that avoids them being taken through the work areas. • Where possible agree delivery times to avoid access and egress peak periods. 				

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	access/egress and escape routes					
19.	Disabled users Maintaining social distancing during an evacuation	<ul style="list-style-type: none"> • Due to the close proximity that may be required during a disabled evacuation, PEEPs need to be reviewed. • If a disabled evacuation is required, face coverings should be provided for the employees and pupils involved. 				
20.	Stress and wellbeing Mental health wellbeing, feelings of isolation, concerns over pandemic	<ul style="list-style-type: none"> • Wellbeing champions within the school and information available for coping techniques. • Guidance and information available through OD, Policy and Comms. • Wellbeing checks to be incorporated at regular meetings.. 				
21.	Occupational hazards Skin exposure, dermatitis additional use of hand sanitisers, washing	<ul style="list-style-type: none"> • Low-risk detergents to be used. • COSHH risk assessments for cleaning materials provided to be available to all staff. • Managers to identify staff who require skin surveillance though frequent use of cleaning agents. • Moisturising cream to be provided. 				
22.	Storage of personal belongings/changing facilities Maintaining 2 metre social distancing where required	<ul style="list-style-type: none"> • Lockers and coat stands to be provided for employees in designated areas away from workstations. • Social distancing marking's in employee locker area where appropriate. • Staggered start and leaving times to reduce numbers at entry and exit points at any given period. 				

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23.	Air con use of fans Lack of natural ventilation in confined spaces increase risk of spread of Covid-19 via air con or use of fans.	<ul style="list-style-type: none"> • If you use a centralised ventilation system that removes and circulates air to different rooms, it is recommended that you turn off recirculation and use a fresh air supply. • Wherever possible natural ventilation should be used within offices and classrooms. • Meetings should be restricted to well-ventilated rooms only 				
24.	ASN and personal care	<ul style="list-style-type: none"> • See separate generic ASN assessment • Individual care plans and assessments are required for each pupil to be proportionate to their needs. 				
25.	Practical Subjects	<ul style="list-style-type: none"> • Follow national guidance where available i.e. SSERC for science and technology • Generic science assessment has been developed by PT's of science and should be referred to. • Music/singing to be avoided until further advice received 				
26.	Physical education	<ul style="list-style-type: none"> • Generic PE assessment has been developed by PT's and should be referred to 				
27.	Libraries	<ul style="list-style-type: none"> • Books to be quarantined for 72 hours after return. 				

Additional Documentation	
Substantial guidance has been developed by the scottish government and is available on their website. This should also be referred to when personalising this risk assessment for each establishment.	https://www.gov.scot/collections/coronavirus-covid-19-guidance/#educationandchildren This guidance is subject to regular updates.

Management Action Plan

Name:	Service:	Date:	
Issue Identified	Control Measure Agreed	Action/Review Date	By Who
Staggered entry and exit (8.45/9.00am and 2.45/3.00pm) for children accessing school difficult for families.	When available staff will be at gates from 8.45am. Children who arrive earlier than their allotted time because of a sibling entry time will be directed to their class. Parents to notify the school if this is the case.	Ongoing	HT - Liz Ruddy
Lack of available storage	Teachers to maximise the storage cupboards in their classrooms. All furniture to be taken to the small gym hall.	26/06/20	HT - Liz Ruddy
Water fountains in school allow direct drinking from the tap. If not in use then no access to drinking water	HT has spoken to property services, photographs have been sent and will liaise with the principal officer.	Ongoing	HT - Liz Ruddy
High levels of sickness absence may have an impact on the availability of cleaning staff. This will be monitored.	Facilities Management will monitor.	Ongoing	Roberta
Current staff room will allow 10 staff inside. Current staffing complement 64.	If available another room can be made available. If not staff to ensure that 2m social distance is observed wherever they are having their break.	11/08/20	HT - Liz Ruddy
If hot meals are offered then protocol for the management of this in the class to be agreed with the catering staff.	Currently being discussed at HQ.	By 11/08/20	HT - Liz Ruddy

<p>Current mustering area will not allow for social distancing. New area to be identified and amended fire plan required.</p>	<p>Pitch to be used. Street outside school to be used for disabled pupils. Health and Safety to check new fire evacuation guidance.</p>	<p>11/08/20</p>	<p>HT - Liz Ruddy</p>
<p>Signed by Manager Responsible</p>	<p><i>Elizabeth H Ruddy</i></p>	<p>Date: 09/08/20</p>	

