

Generic risk assessment – Coronavirus (COVID-19)

General risk assessment in relation to return of Educational Establishments 11 August 2020 ensuring utilisation to be COVID safe in line with Scottish Government and Health Protection Scotland guidance.

Please note, this is a live working document which may be subject to change.

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Owner	<i>Safety & Wellbeing Team</i>		

Date	<i>30/7/20</i>	Version number	<i>1.4</i>	Document status	<i>Live</i>
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Governance Committee	<i>H&S</i>	Date approved	
Review date	<i>As required</i>		

Strategic Alignment	<i>n/a</i>
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Consultation process	<i>Occupational Safety & Wellbeing, Education & Families and Trade Unions</i>	
Stakeholders		
	<i>Education and Families</i>	
Distribution	<i>Education and Families</i>	

Change record

Date	<i>20/7/20</i>	Author	<i>Lorraine Donnelly</i>
Change made	<i>Changes made to Version 1.1 dated 29/5/20 to reflect updated Scottish Guidance as at 16/7/20 ADVICE FROM THE COVID-19 ADVISORY SUB-GROUP ON EDUCATION AND CHILDREN'S ISSUES 16 July 2020 - Physical distancing in schools</i>		

Date	<i>28/7/20</i>	Author	<i>Lorraine Donnelly</i>
Change made	<i>Changes made to Version 1.2 dated 20/7/20</i> "Movement Around School" <ul style="list-style-type: none"> • <i>Zoned entrances to be used to control the flow of pupil movement when coming to school in the morning.</i> • <i>Lifts only to be used by one person at a time.</i> "Infection Control" <ul style="list-style-type: none"> • <i>Hand sanitiser will be available at each entrance of the building.</i> • <i>Pull up stands depicting good hand hygiene procedures and rules to be applied to prevent the spread of the virus, will be displayed at each entrance.</i> • <i>Handwashing posters will be displayed outside all toilet areas with additional signage displayed at washhand basins.</i> 		

Date	<i>30/7/20</i>	Author	<i>Lorraine Donnelly</i>
Change made	<i>Changes made to Version 1.3 dated 30/7/20</i> "Persons showing signs of COVID19" <i>Gloves, aprons and a fluid-resistant surgical mask should be worn by staff if a child or young person becomes unwell with symptoms of COVID-19 and needs direct personal care.</i>		

Risk Assessment

Assessors Name Lorraine Donnelly	Date/Time of Assessment 30/7/20
Review Date: Ongoing – will continue to be updated as per Scottish Government guidance and local requirement when necessary.	
RA Reference: Coronavirus Generic RA No.14	
Location of activity All North Lanarkshire Council School Estate	

<p>Activity Details</p> <p>General risk assessment in relation to the return of Educational Establishments on 11th August 2020 by adhering to Scottish Government guidelines.</p> <p>It should be noted that this risk assessment is a live working document which will be reviewed and amended as the process evolves and in line with Scottish Government/Health Protection Scotland guidance.</p>

Hazard	Who could be harmed		Risk Rating L = Low M = Med H = High	Further Actions Required
Infection Control	Staff / Pupils	<ul style="list-style-type: none"> Cleaning arrangements will be carried out as currently exist including heightened focus on touch cleaning. 	L	<ul style="list-style-type: none"> Day cleaner in school

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		<ul style="list-style-type: none"> • Hand sanitiser will be available at each entrance of the building. • Pull up stands depicting good hand hygiene procedures and rules to be applied to prevent the spread of the virus, will be displayed at each entrance. • Workstations should be disinfected before it is occupied by a staff member who has not occupied it since last disinfected. • Desks/tables to be disinfected before occupied by a pupil who has not occupied it since last disinfected. (to be confirmed) • Minimise user contact points by ensuring that all sensor operated doors are operational. Fire doors must not be wedged open. 		<ul style="list-style-type: none"> • Large pump sanitisers are at pupil and main entrance • Pull up stand at front entrance • Request for another to be placed at the pupil entrance • SRG agree protocol • SRG agree protocol and to take to members • Staff spraying desks between classes • Classroom doors to be kept open

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		<ul style="list-style-type: none"> • Additional sanitising provision will be made available in appropriate areas throughout the building. • Good hand hygiene procedures should be promoted • Handwashing posters will be displayed outside all toilet areas with additional signage displayed at washhand basins. • Water cooler taps will be included within the touch cleaning procedure carried out by FSS staff. Signage should be displayed near the water cooler advising users not to touch the tap with the mouth of their water bottle and to clean their bottles regularly – a PDF of the poster can be found on MyNL. If within your establishment there are water coolers which may 		<ul style="list-style-type: none"> • 12 wall mounted sanitisers spread out around school • Request for additional dispensers - ordered • Posters displayed and pupils reminded through assembly • Posters displayed • Posters displayed • Include cleaning as part of the day cleaning rota

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		<p>be used more regularly than others due to their location, you may wish to put in place additional cleaning provision at these sites for individuals to use.</p> <ul style="list-style-type: none"> As per Scottish Guidance of 16/7/20 the sharing of equipment /utensils/toys/books should be minimised. 		<ul style="list-style-type: none"> SRG agree protocol
Movement around the school	Staff / Pupils	<ul style="list-style-type: none"> Zoned entrances to be used to control the flow of pupil movement when coming to school in the morning. Staff / Pupils should keep left where possible Lifts only to be used by one person at a time. Further guidance may be issued when delivery of 	L	<ul style="list-style-type: none"> Zones identified <ul style="list-style-type: none"> 1 (red) – in playground for S1 2 (yellow) – playground for S2 3 (green) – in playground for S3 S4 – 6 into school One way system in place Signage for lift Include cleaning as part of the day cleaning rota

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		curriculum is confirmed.		
Class Base Set-Up	Staff / Pupils	<ul style="list-style-type: none"> There should be minimal furniture within the classroom. All furniture on site must serve a specific purpose. Where possible, all surfaces should remain clear to facilitate cleaning/disinfecting at any given time. 	L	<ul style="list-style-type: none"> Furniture removed
Social Distancing - Pupils	Pupils / Staff	<ul style="list-style-type: none"> As per SG 16/7/20 physical distancing is not required between pupils. Face coverings are not required for most children (those clinically advised to wear a covering would be an exception). 		
Social Distancing - Staff	Staff / Pupils	<ul style="list-style-type: none"> Two metre distancing should remain in place wherever possible between adults, and between adults and children who are not 	L	<ul style="list-style-type: none"> Tape available to create a 'teacher zone' at front of class FH to inform SMT to identify situations where 15 min face to face may occur

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		<p>from the same household.</p> <ul style="list-style-type: none"> Where adults cannot keep two metre distance, are interacting face-to-face for about 15 minutes or more with other adults or anyone else, face coverings should be worn. Anyone (whether pupil or adult) wishing to wear face protection should be enabled to do so. Employees who have underlying health conditions or who have been shielding will be subject to individualised clinical advice about appropriate action in their circumstances via Employee Relations. 		<ul style="list-style-type: none"> Individual discussions to take place with who fall into this category
Visitors (anyone who does not normally frequent the premises)	Staff / Pupils	<ul style="list-style-type: none"> Only pupils and staff allowed within the perimeter fenced area of the school. Parents will not be permitted to enter these areas when 	L	<ul style="list-style-type: none"> Communication to be sent out to parents informing of appointment system for visits if cannot be done over the telephone Provision of face coverings to be made available for visitors who may arrive without appropriate coverings.

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		<p>dropping off or picking up their child.</p> <ul style="list-style-type: none"> • Visitors should be discouraged from attending the premises without an appointment. • All visitors <u>MUST</u> sign in and out of the premises with appropriate times noted and relevant contact details to comply with Test & Protect guidance. • All visitors will wear face coverings • All visitors will be asked to sanitise their hands on entry to the building and when leaving. 		<ul style="list-style-type: none"> • Ensure all visitors complete contact sheet • Signage at front door • Have supply of masks for those who don't have one
Staff awareness and protocols	Staff	<ul style="list-style-type: none"> • Staff will be briefed prior to return by Head of Establishment on current expectations and protocols 	L	<ul style="list-style-type: none"> • Powerpoint for pupils, staff and parents
Pupil awareness and protocols	Pupils	<ul style="list-style-type: none"> • Pupils will be briefed on first day of return to school on protocols to be followed. 	L	<ul style="list-style-type: none"> • Powerpoint for pupils, staff and parents

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Staff Welfare Facilities	Staff	<ul style="list-style-type: none"> Two metre physical distancing must be adhered to in communal areas such as staff rooms. Cleaning resources to be made available for staff to disinfect handles of fridges, kettles, microwaves before and after each use. Head of Establishment will manage staff breaks and advise of appropriate areas available. Head of Establishment to put in place suitable procedures to manage the use of staff toilets whilst adhering to physical distancing requirements. 	L	<ul style="list-style-type: none"> Cleaning pack for staffroom kitchen FH to inform SMT to of best solutions for their faculty Staffroom set out with desks 2m apart as work stations
Persons showing signs of Covid-19	Staff / Pupils	<ul style="list-style-type: none"> Any staff member becoming unwell or showing signs of NHS categorised symptoms, follow guidance provided within COVID-19 RECOVERY 	M	<ul style="list-style-type: none"> Reissue document / poster to all staff during INSET Pupil information sheet to be produced for pupils with symptoms

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		<p>GUIDANCE DOCUMENT FOR HEAD TEACHERS AND HEADS OF CENTRE – Version 3 Issued 10/6/20</p> <p>Section 15: Testing, Trace and Protect Procedures for Employees</p> <ul style="list-style-type: none"> Any child becoming unwell or showing signs of NHS categorised symptoms should be taken to an isolation zone (preferably which is ventilated eg. Open windows) until they can be collected by their parent. Gloves, aprons and a fluid-resistant surgical mask should be worn by staff if a child or young person becomes unwell with symptoms of COVID-19 and needs direct personal care. 		<ul style="list-style-type: none"> Isolation Room is the First Aid room PPE in school

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		<ul style="list-style-type: none"> Any suspected or confirmed cases of Coronavirus should be escalated immediately to Head of Service and appropriate action and guidance will be provided Appropriate cleaning of affected area will be carried out by Facility Support Services. 		
General Maintenance of systems Eg Fire alarm, heating, emergency lighting, water testing etc.	Staff / Pupils	<ul style="list-style-type: none"> All cyclical maintenance checks including fire risk assessments continue to be carried out 	L	
Fire Safety	Staff / Pupils / Visitors	<ul style="list-style-type: none"> Current Fire Risk Assessment in place. 	L	<ul style="list-style-type: none"> Unchanged as all leave building using normal exit routes. Pupils and staff assemble as usual – unable to social distance due to limited area.
First Aid Provision	Staff	<ul style="list-style-type: none"> Current procedures to remain in place. Further guidance to be issued. 	L	<ul style="list-style-type: none"> Any pupil displaying symptoms will be sent home

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Contractors	Staff / Pupils / Contractors	<ul style="list-style-type: none"> Any work to take place should be discussed in advance between contractors / Maintenance Officers, Facility Officer and HT. Contractors will report to Facility Officer and be accompanied to area of work and follow protocols for that particular site. If work is required to be carried out in an open area then 2 metre physical distancing must be observed. 	L	<ul style="list-style-type: none"> Check signing in procedures with FSS
Visiting Services (peripatetic staff)	Staff / Pupils	<ul style="list-style-type: none"> Moving between different settings must be discouraged during this period except in circumstances where the individual works with the same group of children. The guidance on peripatetic staffing will be reviewed and updated by 30 July to ensure alignment with the guidance 	L	<ul style="list-style-type: none"> Head of Establishment will identify suitable provision of facilities within the building to accommodate visiting services requirements Inform PS team and other staff about procedures

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		that will underpin the return to school.		
Ongoing Monitoring	Staff / Pupils	<ul style="list-style-type: none"> • A suite of documents have been prepared which will provide checklists for Head Teachers to use to ensure they have met their risk assessment requirements. • A tool box talk is available which can be used with their teams • A checklist they can use on a weekly basis which allows them to monitor if any changes are required to ensure safety is maintained • Documents are held on My NL • Other resources will be available via the TOD team as the Council transitions the employees into a new way of working both in and out of the School buildings. 		

Summary of Action Required

Action Required	Responsible Person	Timescale for Completion	Date Completed
Isolation zone should be identified within each establishment.	Head of Establishment	In place for school opening in August	6/8/2020
Communication to be sent out to parents informing of appointment system for visits if cannot be done over the telephone	Education & Families	In place for school opening in August	6/8/2020
Provision of face coverings to be made available for visitors who may arrive without appropriate coverings	Education & Families	In place for school opening in August	
Appropriate facilities to be identified for accommodating visiting services <ul style="list-style-type: none"> • Health and Wellbeing staff to use conference room • Visiting services to use interview room or Aspire base in guidance area 	Head of Establishment	In place for school opening in August	6/8/2020

The contents of this risk assessment are an accurate reflection of the activities being undertaken and appropriate control measures to be implemented or maintained to ensure the activity can be undertaken whilst protecting the health safety and welfare of employees and anyone else who could be affected. The content of the risk assessment will be made known to employees, controls implemented and monitored and a review carried out either annually or when a change to circumstances dictates.

Signed: R Anderson
Reviewed: C Rooney

Date: 6/8/2020
13/8/2020

Further information

Health Protection Scotland	https://www.hps.scot.nhs.uk/
NHS Inform	https://www.nhsinform.scot/coronavirus
NHS Lanarkshire	https://www.nhslanarkshire.scot.nhs.uk/coronavirus
Health and Safety Executive	https://www.hse.gov.uk/

Health and Safety Executive, Managing risks and risk assessment at work

https://www.hse.gov.uk/simple-health-safety/risk/index.htm?utm_source=hse.gov.uk&utm_medium=refferal&utm_campaign=risk&utm_content=home-page-info

NHS Scotland – free General Information Helpline	0800 028 2816	Open Mon-Fri 8am till 10pm, Sat & Sun 9am till 5pm
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