

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

Date	<i>28/7/20</i>	Author	<i>Lorraine Donnelly</i>
Change made	<p><i>Changes made to Version 1.2 dated 20/7/20</i></p> <p><i>"Movement Around School"</i></p> <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> <p><i>"Infection Control"</i></p> <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	<p><i>Changes made to Version 1.3 dated 30/7/20</i></p> <p><i>"Persons showing signs of COVID19"</i></p> <p><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></p>		

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 12th August 2021 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>
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Hazard	Who could be harmed	Current Controls	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. Hand sanitiser will be available at each entrance of the building. 	L	Janitors will monitor stock levels of hand sanitisers and this will be reordered as required. Staff will inform Janitors / SMT if stocks are low in dispensers within staff bases.

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		<ul style="list-style-type: none"> • 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 • Minimise user contact points by ensuring that all sensor operated doors are operational. Fire doors must not be wedged open. • 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 wash hand 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 be used more 		<p>All staff and pupils are responsible for health and safety. Cleaning and sanitising products will be made available to staff and pupils directed to clean work areas, desks, chairs and resources e.g. keyboards and I.T surfaces.</p> <p>Wall mounted sanitisers have been installed in numerous areas throughout the school including staff bases. Upright hand sanitiser stations are located at main exits / main entrances to the school.</p> <p>Posters displayed in water cooler locations with safety advice</p> <p>As natural ventilation helps minimise the risk of transmission of the virus, where possible, doors and windows to classrooms/playrooms should be kept open. The exception to this would be internal fire doors which should never be propped open. (see ventilation advice printed and issued to all staff)</p>

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		<p>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. 		<p>Additional cleaning of touch points will be supported throughout each school day by facilities management colleagues</p>
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 – ASN pupils or pupils with physical needs may need another person to assist Further guidance may be issued when delivery of curriculum is confirmed. 	L	<p>NO PUPIL ZONES will operate. Pupils will enter the building using the main yard entrance or the Kennihill entrance.</p> <p>S5 and S6 can make use of the assembly hall at interval and lunchtime as well as the social area.</p> <p>There will be adjustments made to pupil movements each day. Interval BGE pupils 1025-1050am Interval Senior Phase remains 1035-1050am. Lunchtime Senior Phase pupils will dismiss at 1225pm BGE pupils remains 1230 – 115pm S1 arrangements will fall in line with the above after the first two weeks of term.</p> <p>End of each day the school will be dismissed from the second landing, then the first floor then the ground floor to minimise pupil interactions</p>

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				Tannoy announcements will be used to support these arrangements
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	Pupils will be seated according to a seating plan – staff will update seating plans on SEEMiS for all classes with a paper copy sent to the school office.
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). 		<p>2 metre social distancing is required between staff and between staff and pupils.</p> <p>Face coverings are required to be worn for the majority of pupils; on School transport On arrival / departure to / from school When moving to / from classes and when in the social area. Pupils with an exemption have been identified and staff made aware of who they are.</p> <p>Additional face coverings are available in the school.</p> <p>ALL teachers / support colleagues / visitors, working with pupils must wear a face covering during lessons / meetings unless exempt.</p>

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				<p>No pupil assemblies are permitted. Staff meetings will continue to be arranged online.</p> <p>All staff / visitors must wear a face covering in corridors and communal areas – unless exempt</p>
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 from the same household. 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. 	L	<p>PPE is available for all staff who request this, staff may choose to wear their own face covering, but must ensure that this is regularly cleaned.</p> <p>Staff must adhere to the health and safety conditions when working in a staff base / common area and ensure that all common touch points / shared resources are sanitised. 2 metre social distancing must be observed at all times – it is recommended that the number of staff using a staff room is kept to a minimum. All staff rooms must be ventilated.</p> <p>All staff who have underlying health conditions must complete an individual risk assessment in discussion with HT Martin Anderson</p>
Visitors	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 	L	<ul style="list-style-type: none"> Communication to be sent out to parents informing of appointment

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(anyone who does not normally frequent the premises)		<p>to enter these areas when 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 MUST 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. 		<p>system for visits if cannot be done over the telephone</p> <ul style="list-style-type: none"> • Provision of face coverings to be made available for visitors who may arrive without appropriate coverings.
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	Risk assessment (and all updates will be shared with all staff)
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	PowerPoint containing key information on health and safety will be delivered by all staff
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	<p>.</p> <p>Breaks will be taken in line with the normal school arrangements and in line with the staggered break and lunchtimes listed above</p> <p>Health and safety information is listed in all toilets</p>

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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 GUIDANCE DOCUMENT FOR HEAD TEACHERS AND HEADS OF CENTRE – Version 3 Issued 10/6/20 Section 15: Testing, Trace and Protect Procedures for Employees • Any child becoming unwell or showing signs of NHS categorised symptoms should be taken to an isolation zone (preferably which is ventilated e.g. 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. • 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. 	M	<p>THE CONFERENCE ROOM WILL BE USED AS A HOLDING AREA IF SOMEONE REPORTS WITH COVID19 SYMPTOMS</p> <p>First aiders will use all appropriate PPE when attending to intimate care situations</p> <p>Toucan spray will be refilled and made available for staff. Claire O’Neill DHT will advise on this update</p>

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General Maintenance of systems E.g. 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	Ongoing and supported by ENGIE
Fire Safety	Staff / Pupils / Visitors	<ul style="list-style-type: none"> Current Fire Risk Assessment in place. 	L	Yes
First Aid Provision	Staff	<ul style="list-style-type: none"> Current procedures to remain in place. Further guidance to be issued. 	L	
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	Ongoing and supported by ENGIE
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 that will underpin the return to school. 	L	<ul style="list-style-type: none"> Head of Establishment will identify suitable provision of facilities within the building to accommodate visiting services requirements. This has continued to be kept to a minimum; SDS on site “The Spark” on site Thursday / Friday (or using “teams” as required)

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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	11/08/21
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	11/08/21
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	11/08/21
Appropriate facilities to be identified for accommodating visiting services	Head of Establishment	In place for school opening in August	11/08/21

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: MARTIN ANDERSON

Date: 11/08/20

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