

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 Jonny Mitchell (HT)	Date/Time of Assessment 30/7/20 4/8/2020
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 – Specifically Chryston High School (Date of CHS specific assessment 4/8/2020)	

<p>Activity Details</p> <p>Risk assessment in relation to the return of Chryston High School on 11th August 2020 by adhering to Scottish Government and North Lanarkshire Council 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. 	L	

Hazard	Who could be harmed	Current Controls	Risk Rating L = Low M = Med H = High	Further Actions Required
		<ul style="list-style-type: none"> • Hand sanitiser will be available at each entrance of the building. • Hand sanitiser station in each classroom. • 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. • Disinfectant facilities available in each classroom. • Desks/tables to be disinfected before occupied by a pupil who has not occupied it since last disinfected. Desks cleaned before and after use and school bags discouraged to be on desks. • Minimise user contact points by ensuring that all sensor operated doors are operational. Fire doors must not be wedged open. Classroom doors can be wedged open but should be closed immediately in the event of a fire evacuation. • Additional sanitising provision will be made available in appropriate areas throughout the building. • Good hand hygiene procedures should be promoted. 		

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		<ul style="list-style-type: none"> • 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 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. • As per Scottish Guidance of 16/7/20 the sharing of equipment /utensils/toys/books should be minimised. Library books returned should be quarantined for 72 hours. 		
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 curriculum/TT is confirmed. 	L	

Hazard	Who could be harmed	Current Controls	Risk Rating L = Low M = Med H = High	Further Actions Required
		<ul style="list-style-type: none"> Pupils will be encouraged to be outside during social times as far as possible 		
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	
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 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 pupils, 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 	L	

Hazard	Who could be harmed	Current Controls	Risk Rating L = Low M = Med H = High	Further Actions Required
		individualised clinical advice about appropriate action in their circumstances via Employee Relations.		
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 dropping off or picking up their child. • 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. 	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.
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	
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	
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 	L	

Hazard	Who could be harmed	Current Controls	Risk Rating L = Low M = Med H = High	Further Actions Required
		<p>before and after each use – disinfectant facilities in bases.</p> <ul style="list-style-type: none"> • Head Teacher (J Mitchell) will manage staff breaks and advise of appropriate areas available. • Head Teacher (J Mitchell) to put in place suitable procedures to manage the use of staff toilets whilst adhering to physical distancing requirements. 		
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 immediately to an isolation zone (Interview Room next to Conference Room) 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 by 	M	

Hazard	Who could be harmed	Current Controls	Risk Rating L = Low M = Med H = High	Further Actions Required
		<p>Head Teacher (J Mitchell) and appropriate action and guidance will be provided.</p> <ul style="list-style-type: none"> • 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	
First Aid Provision	Staff	<ul style="list-style-type: none"> • Current procedures to remain in place. • Further guidance to be issued. • Gloves, aprons and a fluid-resistant surgical mask should be worn whilst first aid administered. 	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	
Visiting Services (peripatetic staff)	Staff / Pupils	<ul style="list-style-type: none"> • Moving between different settings must be discouraged during this 	L	<ul style="list-style-type: none"> • Head Teacher (J Mitchell) will identify suitable provision of facilities within the

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		<p>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.</p>		<p>building to accommodate visiting services requirements</p>
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 Teacher (J Mitchell)	In place for school opening in August	
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	
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	Head Teacher (J Mitchell)	In place for school opening in August	

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:

Date:

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=referral&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