

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.

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	

Activity Details

General risk assessment in relation to the return of Educational Establishments on 11th August 2020 by adhering to Scottish Government guidelines.

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.

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	Hand sanitiser will also be made available in every base. All staff and pupils are encouraged to carry their own.

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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. (to be confirmed) • 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 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 		<p>Signage shared with staff and pupils prior to their return.</p> <p>Staff are aware that H&S is the responsibility of all. Sprays and cloths are made available.</p> <p>Toucan sprays provided to every base and classroom (forthcoming). Staff provided with product information and instructions for use.</p> <p>Staff made aware that only one person at a time should enter bases/stores that have no external means of ventilation.</p> <p>In excess of 20 additional hand sanitising units have been installed throughout the building.</p> <p>Guidelines shared with pupils and staff 11th, 12th & 13th August 2020.</p> <p>Posters printed and displayed.</p>

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		<p>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.</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>Guidelines shared with staff and pupils on 11th, 12th & 13th August.</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. Further guidance may be issued when delivery of curriculum is confirmed. 	L	<p>Lift policy and procedure tightened to be rigorous and all pupils informed of rule during pupil inductions on 12th & 13th August.</p> <p>Corridors & stairs 'Hot spots' marked with additional tape to heighten awareness of keep left.</p>
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	<p>Clean desk policy enforced. Open cabinets to be reversed.</p>
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 		

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		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 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>Staffroom set up for 30 members of staff socially distanced at 2 metres.</p> <p>All staff encouraged to minimise interactions within all office spaces including interview rooms.</p> <p>All members of school community are made aware of government guidelines during induction on 11th August.</p> <p>Senior pupils encouraged to wear a mask in corridors.</p> <p>Instructions to access my NL made available to staff.</p>
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 <u>MUST</u> sign in and out of the premises with appropriate times noted and relevant contact details to comply with Test & Protect guidance. 	L	<p>Communication to be sent out to parents informing of appointment system for visits if cannot be done over the telephone.</p> <p>Provision of face coverings to be made available for visitors who may arrive without appropriate coverings.</p> <p>Screens at office reception now in place.</p>

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		<ul style="list-style-type: none"> All visitors will wear face coverings All visitors will be asked to sanitise their hands on entry to the building and when leaving. 		Signage to reflect controls displayed.
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	Powerpoint for pupils shared with staff on 11 th August.
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 shared with pupils on first day 12 th /13 th August.
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>Cleaning products made available in staff room.</p> <p>Staff reminded of their responsibility to ensure that all remain clear.</p> <p>All departments have access to staff bases for breakout.</p> <p>Toilets – restricted to two members of staff at a time. Notices to this effect displayed.</p> <p>Paper towels in facilities – no hand dryers in operation.</p> <p>All staff bases provided with PPE. Aprons, gloves and masks.</p>
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 	M	Staff to be made aware that A Smith is the Covid Contact.

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		<p>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. 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. 		<p>Medical room – Isolation Zone. Regularly cleaned and marked DO NOT ENTER.</p> <p>Additional gloves, masks & aprons have been purchased.</p> <p>Procedures and protocols shared with SMT.</p> <p>Close working with FM to ensure that Isolation room is cleaned once used.</p> <p>Strong working relations with Health Protection Team established.</p> <p>Seating plans created to assist with the swift identification of pupils.</p>
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	Ongoing during HUB provision

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Fire Safety	Staff / Pupils / Visitors	<ul style="list-style-type: none"> Current Fire Risk Assessment in place. 	L	<p>Update June 2020 to reflect current staffing position.</p> <p>S1 Walk through carried out. Senior pupils informed of changes to their muster point via Teams.</p>
First Aid Provision	Staff	<ul style="list-style-type: none"> Current procedures to remain in place. Further guidance to be issued. 	L	First Aid and First Responders discussion and monitoring.
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	<p>Ensure the FOM is kept abreast of developments etc upon his return to the workplace.</p> <p>Regular communication between FOM and SMT to take place.</p>
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	<p>Head of Establishment will identify suitable provision of facilities within the building to accommodate visiting services requirements.</p> <p>HT to confirm timetable reconfiguration.</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 		Documents read and regular communication with managers (SMT &

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		<p>to ensure they have met their risk assessment requirements.</p> <ul style="list-style-type: none"> • 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. 		<p>PT) and SRG inc H&S reps to take place.</p> <p>All staff made aware of documentation 7/8.</p>

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	4 th August 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	7 th August 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	11 th August 2020
Appropriate facilities to be identified for accommodating visiting services	Head of Establishment	In place for school opening in August	11 th August 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: E Douglas & A Smith

Date: 23rd August 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

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