

## Generic risk assessment 23 – Coronavirus (COVID-19)

General risk assessment in relation to Indoor PE for all Educational Establishments ensuring utilisation to be COVID safe in line with Education Scotland, COVID-19: Return to Educational Establishments, Physical Education Guidelines, Version 7.0 Published 2 November 2020.

This risk assessment applies to Tiers 0-3 from the Scottish Government Framework. If North Lanarkshire Council is moved into Tier 4 children and young people within school settings can only participate in activities that are non-contact and outdoors.

**This risk assessment is a live working document which should be reviewed and amended as the process evolves and in line with Scottish Government/Health Protection Scotland guidance.**

|               |  |                        |                                 |
|---------------|--|------------------------|---------------------------------|
| <b>Author</b> | <i>Patricia Taylor<br/>Lorraine Donnelly</i> | <b>Contact details</b> | <i>Taylorp2@northlan.gov.uk</i> |
| <b>Owner</b>  |  |                        |                                 |

|             |                 |                       |  |                        |              |
|-------------|-----------------|-----------------------|--|------------------------|--------------|
| <b>Date</b> | <i>04/11/20</i> | <b>Version number</b> |  | <b>Document status</b> | <i>Draft</i> |
|-------------|-----------------|-----------------------|--|------------------------|--------------|

|                             |                    |                      |  |
|-----------------------------|--------------------|----------------------|--|
| <b>Governance Committee</b> |                    | <b>Date approved</b> |  |
| <b>Review date</b>          | <i>As required</i> |                      |  |

|                            |            |
|----------------------------|------------|
| <b>Strategic Alignment</b> | <i>n/a</i> |
|----------------------------|------------|

|                             |                               |  |
|-----------------------------|-------------------------------|--|
| <b>Consultation process</b> |                               |  |
|                             |                               |  |
|                             |                               |  |
| <b>Distribution</b>         | <i>Education and Families</i> |  |

### Change record

|                    |  |               |                                    |
|--------------------|--|---------------|------------------------------------|
| <b>Date</b>        | <i>9/11/20</i>   | <b>Author</b> | <i>Laura Simpson, Head Teacher</i> |
| <b>Change made</b> | <ul style="list-style-type: none"> <li>• Ensure that any equipment being used is carefully cleaned after each use or quarantined for 72 hours.</li> <li>• Pupils should enter the area individually or in the class line order which reflects the class seating arrangements and make their way to a designated space.</li> <li>• Ensure room is adequately ventilated. Doors at the back of the hall should be opened where appropriate.</li> <li>• Water Bottles to be stored at the hatch. This area should be cleaned before and after use.</li> </ul> |               |                                    |



## Risk Assessment

|   |                         |
|---|-------------------------|
| Assessors Name  | Date/Time of Assessment |
| Review Date:<br>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. |                         |
| RA Reference: Risk Assessment 23 – Indoor PE for all Educational Establishments   |                         |
| Location of activity<br><br>All Educational Establishments (Primary, Secondary & ASN)   |                         |

|   |
|---|
| <p>Activity Details:</p> <p>General risk assessment in relation to Indoor PE activity for all Educational Establishments ensuring utilisation to be COVID safe in line with Education Scotland, COVID-19: Return to educational establishments, Physical Education Guidelines, Version 7.0 Published 2 November 2020.</p> <p>This risk assessment applies to Tiers 0-3 from the Scottish Government Framework. If North Lanarkshire Council is moved into Tier 4 children and young people within school settings can only participate in activities that are non-contact and outdoors.</p> <p><b>This risk assessment is a live working document which should be reviewed and amended as the process evolves and in line with Scottish Government/Health Protection Scotland guidance.</b></p> |
|---|

| Hazard            | Who could be harmed | Current Controls   | Risk Rating<br>L = Low<br>M = Med<br>H = High | Further Controls Required   |
|-------------------|---------------------|--|---|---|
| Infection Control | Pupils/Staff        | <ul style="list-style-type: none"> <li>• PE activity should continue to take place outdoors whenever possible.</li> <li>• Ensure that any equipment being used is carefully cleaned after each use or quarantined for 72 hours. If equipment is too difficult to clean then it should be removed from use.</li> <li>• Fixed equipment should be checked by staff prior to use to avoid children and young people having to adjust or touch it.</li> <li>• During contact activities, physical distancing does not need to be maintained during play but should be applied at all other times.</li> <li>• Staff and pupils to sanitise their hands when entering and exiting the PE hall.</li> <li>• There is to be no sharing of water bottles.</li> <li>• Wherever possible, efforts should be made to keep children and young people within the same groups (as per classroom setup).</li> <li>• Pupils should enter the area individually or in the class line order which reflects the class seating arrangements and make their way to a designated space. As a precautionary approach, physical distancing should be encouraged where possible, between adults, and between</li> </ul> | L   | <ul style="list-style-type: none"> <li>• Careful consideration should be given to the selection of appropriate activities for indoors and outdoors taking into account local circumstances</li> <li>• Activities should be planned which minimise the use of equipment and that do not involve close physical contact.</li> <li>• Consider activities which discourage shouting.</li> <li>• Cleaning requirements should be in line with Para 34 of the guidance which can be accessed <a href="#">here</a>.</li> <li>• Consider using physical and visual aids to define space and modify layouts, for example, tape, rope or chalk on required surfaces/walls.</li> </ul> |

| Hazard            | Who could be harmed | Current Controls   | Risk Rating<br>L = Low<br>M = Med<br>H = High | Further Controls Required   |
|-------------------|---------------------|--|---|---|
|                   |                     | <p>young people, particularly in the senior phase.</p> <ul style="list-style-type: none"> <li>• Secondary schools should ensure young people wear face coverings, if indoors, before and after activity, or when in non-playing areas of the physical education department.</li> <li>• Where access to various parts of the premises is via a PE hall, staff/pupils must wear a face covering when moving through the hall if it is being occupied for PE activity at that time.</li> </ul>  |   |   |
| Infection Control | Staff               | <ul style="list-style-type: none"> <li>• Staff should have an assigned area within the PE hall to ensure 2 m spacing. This should be clearly marked. Staff should wear a face covering out with this designated area when interacting with young people or supporting practical tasks.</li> <li>• Where there is a need to work in close proximity with adults and children and young people the safety measures to protect adults and children and young people alike should be followed. Staff should wear a face covering or PPE (where appropriate), and regularly wash their hands before and after contact.</li> </ul> | L   | <b>Staff Area – front of the stage and outside the PE cupboard.</b> |
| Ventilation       | Staff/Pupils        | <ul style="list-style-type: none"> <li>• Ensure room is adequately ventilated. Doors at the back of</li> </ul>   | L   |   |

| Hazard      | Who could be harmed | Current Controls   | Risk Rating<br>L = Low<br>M = Med<br>H = High | Further Controls Required  |
|-------------|---------------------|--|---|--|
|             |                     | the hall should be opened where appropriate.   |   |  |
| First Aid   | Staff/Pupils        | <ul style="list-style-type: none"> <li>• Current procedures to remain in place.</li> </ul>   | L   |  |
| Rooms setup | Staff/Pupils        | <ul style="list-style-type: none"> <li>• Changing rooms to remain out of use and pupils to continue wearing PE clothes to school on the day of their PE lessons (as currently arranged).</li> <li>• Consider an area that pupils may store their belongings during PE, including water bottles.</li> <li>• There should be minimal furniture within the halls. All furniture on site must serve a specific purpose.</li> </ul> | L   | Water Bottles to be stored at the hatch. This area should be cleaned before and after use. |

### Summary of Action Required

| Action Required | Responsible Person | Timescale for Completion | Date Completed |
|-----------------|--------------------|--------------------------|----------------|
|                 |                    |                          |                |
|                 |                    |                          |                |
|                 |                    |                          |                |

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

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: Laura Simpson

Date: 9/11/20

#### Further information

Health Protection Scotland <https://www.hps.scot.nhs.uk/>

Health and Safety Executive <https://www.hse.gov.uk/>

Physical Education Guidelines, Version 7.0 Published 2 November 2020 <https://education.gov.scot/media/ibclkjvm/pe-guidelines-02-11-20.pdf>

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](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)