

**General Risk Assessment Form**

**(Management of Health and Safety at Work Regulations 1999)**

**Version 1**

**March 2019**

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| **Service/Section -** | Education & Children’s Services | | **Risk Assessor**  (Name/Position) | Lorna Hamilton, Project Officer  Adapted by the Senior Management Team at Fairview School | | **Date of Assessment** | Updated  29/11/2020 |
| **Set the scene –**  (Description of Activity) | Risk Assessment for Pupils’ and Staff Full Return – August 2020  From 11 August 2020, pupils will return to school on a full- time basis. Pupils will not be required to maintain physical distancing within the classroom, but staff will continue to be required to maintain the distance advised by the Scottish Government and Health Protection Scotland when and where possible. Senior phase pupils should distance where it is possible, and where there is ample capacity to do so and where it would not affect a full-time return.    The risk assessment has been developed using current knowledge and following Government, NHS and Health Protection Scotland advice. The [Scottish Government guidance](https://www.gov.scot/binaries/content/documents/govscot/publications/advice-and-guidance/2020/07/coronavirus-covid-19-guidance-preparing-start-new-school-term-august-2020/documents/coronavirus-covid-19-guidance-preparing-start-new-school-term-august-2020/coronavirus-covid-19-guidance-preparing-start-new-school-term-august-2020/govscot%3Adocument/coronavirus-covid-19-guidance-preparing-start-new-school-term-august-2020.pdf?forceDownload=true) will inform this risk assessment. As advice is updated, the Risk Assessment will be reviewed to ensure schools are following the most up to date guidance.  This document must be read in conjunction with any **task or subject specific risk assessments/CoSHH assessments, individual pupil risk assessments and** [**Health Protection Scotland Guidance**](https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf)**.**  **All employees must comply with all PKC infection control procedures/training and information.**  **There are two routes by which COVID-19 can be spread:**  **Directly;** from close contact with an infected person (within 2 metres) where respiratory secretions can enter the eyes, mouth, nose or airways. This risk increases the longer someone has close contact with an infected person who has symptoms.  **Indirectly;** by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching own mouth, nose or eyes. The virus can survive on environmental surfaces for up to 72 hours. | | | | | | |
| **Approved by**  (Name/Position) |  |  | **Date Approved & Signature** |  |  | **Review Date** |  |

| **Ref No:** | **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?**  (existing controls) | **What further action is necessary?**  (further controls) | **Residual Risk Score** | **Action by whom / by when?** | **Date completed** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 01 | Coronavirus (COVID-19) being contracted/ transmitted due to exposure to virus by close proximity to others in general. | Employees/Pupils/ Members of the public  Contracting/ transmitting  Coronavirus (COVID-19) to each other. | Alcohol-based hand rub (ABHR) (minimum of 60% alcohol content) is available for staff and pupils for use when not near a sink with soap and water, such as in any of the outdoor play areas and entrances to school.  All employees to complete PKC Infection control training – this can be accessed via LIGO. There is a section on good handwashing practice.  PowerPoint on infection control is available from Headteachers, for those unable to access LIGO  Antibacterial surface wipes (single use), disposable gloves-powder free (single use) & disposable plastic aprons (single use) are all available within the school.  Employees have been instructed to wash/sanitise hands before putting on PPE and after removing it.  All staff are responsible for  effective cleaning to ensure safety of all pupils and staff teams.  How to put on PPE and take off PPE leaflet will be in Classroom Information Folders. This has also been covered in Infection Control training on LIGO.  Facilities Management are providing an additional day clean in all schools, in addition to the daily cleaning, which is carried out to meet the standards identified in the HPS guidance.  All employees will practice good hygiene, wiping down surfaces with antibacterial wipes/cleaning materials that have been issued.  Employees will maintain the recommended physical distance during breaks (2 metres).  Location of welfare facilities have been identified and toilets allocated to staff / specific classrooms. All welfare facilities for pupils and staff will be wiped down after use by staff within the Class Team or by the staff member using the facilities.  All staff are aware and will support pupils to awareness of which facilities are accessible and which are out of bounds – these areas are locked where possible. Planned access will be available to individual classrooms to access these rooms - Soft play/ music room/ PE hall/ Sensory room and gallery.  The library and Art room are closed to all classes.  Main staff room has been set out to support socially distancing and is limited to 11.  Dining Room staff room has been set up as 9. A rota to be allocated to staff for use for lunches only. A space for 8 has been created outside in a barriered area.  Staff will wipe own chair and area after use. (If a class must decant due to COVID the dining room area will not be available)  Staff should ensure that they use their own crockery and cutlery.  SIGNAGE is used to support this.  Microwaves are now in use and. Posters are in place beside microwaves, hand gel and antibac wipes are available at each microwave. A 2m marking for someone waiting is also clearly marked on the floor.  Staff WILL NOT share food in the school staff room or classroom.  Respiratory and Cough Hygiene (Employees) – ‘Catch it, bin it, kill it’.  Disposable single use tissues should be used to cover the nose and mouth when sneezing, coughing or wiping and blowing the nose. Used tissues should be placed in the bins provided.  Hands should be cleaned with soap and water if possible, otherwise using ABHR after coughing sneezing, using tissues or after contact with respiratory secretions and potentially contaminated objects.  Use disposable paper towels to dry hand, where possible, and place in waste.  Employees have been instructed to clean/sanitise hands as regularly as possible and ensure it is done before eating, drinking/vaping/smoking and to avoid touching their face,  coughing or wiping and blowing the nose. Used tissue should be disposed of in the bins provided.  Employees will be vigilant regarding pupils’ hygiene and will ensure effective hand washing is carried out, where possible.  Employees will reinforce the practice of good hand and respiratory hygiene with their class, in an age appropriate way.  Tissues and used PPE can be placed in general waste and only if there is suspected contact with a positive case of COVID-19 should the waste be double bagged and stored for 72 hours.  Signage at entrance to advise only two persons in the reception area at one time, groups should be discouraged from gathering and office staff must monitor traffic in the reception.  Recommendation made by the Scottish Government that face coverings when moving about the school in corridors and all communal areas. (A small number of staff who have their own Risk Assessment and many children and young people cannot wear a face covering for good reasons and that position will be respected- this will include pupils who are not able to wash hands before and after using a face covering independently) We continue to adhere to all public health guidance **whereby no pupils or staff** with any symptoms of COVID-19 will be in school.  Staff in all classes ( apart from the Nursery and Early Years classroom should be wearing a facecovering at all times (unless medically unable to do so – see Individual risk assessments) l  Outside areas are barriered off to allow for and promote outside learning where possible and to support distancing measures. | Sinks are not accessible to pupils in wheelchairs. 2 classes have now got accessible sinks (Phase 1) but these are very difficult to work. This is being reviewed by property before next phase. At this current time ABHR will be used or a basin brought over with warm soapy water and used individually.  As per Fairview Infection Control Policy – NO staff should be wearing nail polish. Nails should be kept short.  All classes have own cleaning tick sheet – use of which is to be monitored and updates made when required  Employees will inform/educate and support the pupils on the importance of good hygiene measures- PKC have issued an information leaflet on ‘talking to children about coronavirus’. Social stories for pupils are available to support this and will be available online so staff can choose what is appropriate for each pupil. Handwashing posters will be displayed across Fairview and employees must familiarise themselves with them.  .  PPE stockroom and hygiene “stations” will be overseen by Carl, Stations are placed in the dining room, 1 x front door, 2 x outside staffroom in outside area and at the end of the Primary corridor. These will be kept adequately stocked throughout the school day. Stock required can be requested on a post-it on the staff board.  For staff or pupils who cannot use alcohol-based products, alternative arrangements must be made to ensure they have access to an alternative  Considerations for each classroom have been made to include how they can be set up to ensure that while physical distancing is not required for all pupils, staff can still maintain the distance of 2 metres where possible.  The school are taking a dynamic approach to this and are aware that changes to physical layout, use of additional teaching space, or review of the learning activities may be required after full return.  Encourage young people to maintain distance where possible, particularly indoors – this does not have to be strict distancing of 2m if this is unachievable but encouraging young people not to crowd together or touch their peers is recommended.  Discourage social physical contact (hand to hand greeting/hugs)  Many of our pupils will not be able wear a face covering additional mitigating factors in place as part of our risk assessment process include:   * we have given additional classroom space to all classes with pupils aged 16 and over * we have allocated additional outside space to allow more opportunities for outdoor learning * we have staggered start and finish times to reduce the amount of movement in all corridors. * Lunches are held in classrooms again to reduce the amount of time in busy areas. * Outside time is on a rota basis. * Classes operate in bubbles to reduce the amount of staff and pupils that each group is in contact with. * Core procedures have been shared with all families * PPE masks will be worn to support Personal care and eating and drinking and other close contact activities eg. Intensive interaction, massage, TACPAC.   Facecoverings will be made available to any pupils /staff who do not have their own.  Staff will continue to be reminded about keeping distance from other staff/ pupils where possible and keeping the same pair for close contact activities if required.  Procedure will be followed of hands washed prior to putting face covering on and once it is removed. Face coverings will be stored in a washable sealable bag. Face coverings will be washed in a hot wash at the end of everyday.  Where appropriate there will be additional information to protocols, M & H plans , support strategies and behaviour risk assessments. These will be shared with parents. Specific information added will be added to risk assessment for community walks.  Nominated staff members will monitor compliance with control measures and feedback daily to allow for changes to be made.  All available spaces will be utilised and monitored daily,  Spacing between desks or between individual pupils has been adhered to with a focus on seating pupils side by side and facing forwards, rather than face to face, again this will be monitored daily.  Activities which require movement and which would promote gatherings are to be reduced and monitored. | **Risk Score: 5 x 3 = 15**  **S X L = RS** | SMT  All staff  SMT  All Staff  SMT  All Staff  SMT  All staff  SMT  All Staff  SMT  All staff  All staff  All staff  SMT  Carl  All Staff  SMT  PKC  SMT  All Staff  All staff  PKC  Office staff  All staff  SMT  All staff  Parents  SMT  All Staff  Parents  SMT  All staff  PKC  SMT  All staff  Parents  SMT  All Staff  PKC  SMT  All Staff  SMT  Class Team  SMT  All Staff | Aug 2020  Immediate for anyone new not completed this  1st stage Sept 2020  Immediate  Ongoing monitoring  Aug 2020  and Ongoing  Ongoing  Immediate  and Ongoing  Immediate  and Ongoing  As and when required  Ongoing  Aug 2020  Ongoing  and review as required  Oct 2020  Ongoing and updated as required  Ongoing and updated as required  Ongoing and updated as required  Ongoing |
| **Risk Score: 5 x 3 = 15**  **S X L = RS** |
| 02 | Coronavirus (COVID-19) being contracted/ transmitted due to exposure to virus by close proximity contact with persons who are symptomatic. | Employees & pupils contracting/ transmitting  Coronavirus (COVID-19) through contact with others. | Test and protect guidance is available and support is available for any member of staff required to self-isolate if contacted by NHS.  All classes will follow COVID procedures which include the Isolation room procedures and Testing Positive procedures in Class Information Folders. | Staff must be made aware of the NHS Inform Test and protect guidance  All parents to be informed of the guidance on NHS Inform and advised not to send their child to school if they are symptomatic or share a household with someone who is symptomatic. If pupils present in this manner or family member, they will not be permitted to attend school until a negative result has been given or they self isolate for the 10 days if it is the pupil or 14 if it is someone in the family.  If you are contacted by test and protect and advised to self – isolate this is 14 days.  If a member of staff or pupil becomes symptomatic  while in school, a nominated member of staff must ensure that the HPS guidance is followed. Schools must designate an area, suitably ventilated, and with the appropriate PPE available within, to isolate the individual until they are picked up by a family member, or by ambulance. - the Art Room. Once they have left, the room must be placed out of bounds, and Facilities Management must be informed immediately, in order that they can carry out the necessary cleaning.  Emergency contacts for staff and pupils are up to date and these numbers must be able to be answered at any point in the day.  If a person has been identified as a contact of a confirmed case, they must self-isolate for 14 days, regardless of any testing that may be conducted during that period. If, during that 14-day period, the person who is the contact is confirmed as a case, then they switch to a 10-day isolation period from date of onset of symptoms or test result if asymptomatic (and the whole contact tracing process will start for that individual on the receipt of a positive test result)  If you have two or more confirmed cases of COVID-19 within 14 days, or an increase in background rate of absence due to suspected or confirmed cases of COVID-19, you may have an outbreak. In this situation schools should make prompt contact with their local HPT and the Interim Head of Education.  If you have increased rates of respiratory illness, you should also be alert to the possibility that this could be due to COVID-19 and contact your local HPT for further advice.  Absence rates will be monitored for trends by a nominated person.  Fairview Core Procedures will be shared with parent’s to support this.  We still have to be precautionary and say if a child has symptoms consistent with COVID-19, even if these symptoms are because of a different health issue, they should be excluded until a parent can determine if this is something new or different for that child.  If someone is symptomatic, it would not be for school staff to determine the cause of those symptoms. | 5 x 2 = 10 | SMT  SMT  All Staff  All staff  SMT    SMT  All Staff  Parents  SMT  SMT  SMT  SMT  Parents | Ongoing  Ongoing Updated as required by Scottish Government  Immediate  and Ongoing  Immediate  Immediate  Aug 2020 and Ongoing  Immediate and Ongoing |
| **Risk Score: 5 x 3 = 15**  **S X L = RS** |
| 03 | Coronavirus (COVID-19) being contracted/ transmitted due to exposure to virus by close proximity contact with parents, visitors, taxi drivers, escorts, contractors and professionals. | Employees  Pupils  Contracting/ transmitting  Coronavirus (COVID-19) through contact with others. | Scottish Government guidance in the Educational Continuity Direction is that access to all educational establishments should be restricted.  Only authorised employees and pupils will enter the building. The only exception would be in the event of an emergency (fire/ambulance) or essential maintenance.  Essential visits may be permitted by a professional or a Parent if there is no alternative. Prior to their visit they will have been emailed an essential visit handout to ensure they follow the school procedures and are safe to be in the building.  These handouts are individualised for :-  Allied Health Professionals  CAMHs  Parental Visit  Essential Transition  Essential Visitor to see staff  Essential Visitor  Essential Wheelchair Services  A wipeable handout is also placed at the office for any contractors/ maintenance people entering the building  Transport have been informed they are not allowed in the building, Transport MUST inform all operators that they must adhere to and maintain the distance advised by the Scottish Government with staff where possible. They MUST follow the Risk Assessment provided to them from transport and submit their own Risk Assessment to Transport.  Equipment should be wiped down before handing over. Cleaning stations available to support this.  Nominated staff members will monitor compliance with control measures and feedback to transport on any issues arising. Parents attending school will follow the same procedures. | Parents and other visitors to the school must be by appointment only if a necessity, and schools should consider alternative methods of communication, such as telephone. video calls and Seesaw.  Any contractor on site must be briefed before entry on the systems in place at the school in terms of infection control, and any internal routes. Contractors should only enter the building when pupils are in school if it is a necessity. Pupils should not be in a room that they are in. | 5 x 2 = 10 | SMT  All staff  SMT  Transport  Contractors  All staff  Office Staff  FM team  Visitor | Immediate  Immediate  And ongoing review |
| **Risk Score: 5 x 3 = 15**  **S X L = RS** |
| 04 | Coronavirus (COVID-19) being contracted/ transmitted due to exposure to virus at arrival and departure from school. | Employees & pupils contracting/ transmitting  Coronavirus (COVID-19) through contact with others at busy points in the day. | Schools reviewing their travel plans with parent councils and road safety team.  School transport will carry reduced numbers of pupils. Current guidance is that school transport does require the use of face coverings for all those pupils who can wear them.  Bike storage has been allocated to encourage this as a form of travel to and from school.  Barriers have been put in place to support safety at back gate entrance from transport vehicles. This will be staggered before and after school.  Staff are radioed to collect pupil in order to maintain distancing measures where possible.  Signage has been put in place to show the maximum numbers allowed at front entrance – 2 people. | Consideration to be given to parking available at school for staff members.  Staff should be reminded of the need to maintain physical distancing when using staff car parks.  Consideration should be given to exclusion zones around schools to reduce congestion. Road Safety staff can advise further.  Staff should be advised that they should avoid public transport if possible. If this is an issue they should contact SMT to look at alternative arrangement. Staff should also follow the correct procedures if they have to car share because they cannot travel in any other way.  Transport have confirmed travel arrangements for all pupils. Risk Assessment shared with taxi operators and escorts and each provider has to submit their own risk assessment to transport. Staff continue to monitor this on a daily basis  Transport to continue to be told to keep pupils in vehicles or told to obey the social distancing line markings.  Nominated staff to orchestrate pickups and drop off to check compliance with control measures daily. | 5 x 2 = 10 | All staff  PKC  All staff  SMT  SMT  All Staff  All Operators  SMT  ALL staff | Immediate  Being reviewed October 2020  Ongoing  Ongoing  Ongoing and monitored daily |
| **Risk Score: 5 x 3 = 15**  **S X L = RS** |
| 05 | Coronavirus (COVID-19) being contracted/ transmitted due to exposure to virus by close proximity contact while moving around the school. | Employees & pupils contracting/ transmitting  Coronavirus (COVID-19) through contact with contaminated materials and surfaces, and with others. | Schools have been given floor plans to allow for determination of traffic direction and flow.  There is no current requirement for pupils to physically distance while moving through the school, however, if it is felt that one-way systems may be helpful, these can be put in place to manage the flow.  Entry and exit into school will be from front entrance and back gate. Classes will be allocated which one. Front entrance – Nursery, RM1, RM2, RM5, RM7. Back gate – RM3, RM4, RM6, RM8, RM9, RM10, RM11. There will be staggered starts. Barriers have been provided by property support this.  To access outdoor areas classes should use their fire exit door for exit and entry.  A timetable has been given for outside area usage. Barriers support areas for classes outwith the main playground to allow for more outside time to support social distancing in the playground.  Classes will eat lunch in their own classrooms.  All equipment has been removed from corridors / rooms and stored out with school premises. | Classes will stay within their class bubble. If support is required they will first contact the group bubble and if staff are required from another group bubble full PPE will be worn – apron/ gloves and mask.  As most pupils are unable to socially distance – Where possible, split placements will not run from Fairview at this current time. Pupils will attend the school where they spend the majority of time.  Any staff allocated to cover for NCCT, sickness, vacancy will be allocated a day at a time in class to reduce contact. This may be outwith consistent class groupings.  Walks in campus/ Local walk can be taken/ social distance must be maintained. This requires a class risk assessment. **Classes must be in the building by 3.00pm and no classes should return via the steps at Viewlands or the bottom road onto Oakbank Crescent.**  Nominated staff will monitor compliance with all control measures in place on a daily basis and feedback to allow for changes to be made. | 5 x 2 = 10 | SMT  All staff  PKC  SMT  All staff  Other school  SMT  SMT  All Staff  SMT  All staff  FM | Ongoing and reviewed regularly  Ongoing and reviewed  Ongoing  Ongoing monitoring and review  Ongoing monitoring and review |
| **Risk Score: 5 x 3 = 15**  **S X L = RS** |
| 06 | Coronavirus (COVID-19) being contracted/ transmitted due to exposure to virus by close proximity contact within the classroom. | Employees & pupils contracting/ transmitting  Coronavirus (COVID-19) through contact with contaminated materials and surfaces, and with others | Staff will remain within the same classroom bubble/ room.  Desks are laid out to encourage physical distancing, for activities where there is close proximity with pupils – staff will have access to PPE.  Furniture has been moved to provide physical barriers. To ensure space, some furniture and resources will be removed to storage.  Classes will take place in rooms that have enough space to ensure that staff can maintain the recommended 2 metre physical distancing from pupils where possible.  Outdoor lessons where safe to do so will allow for more free space so pupils can go outside, remaining physically distanced from the staff | Classes are adequately ventilated with management arrangements in place, staff are reminded to leave windows and doors open where possible. Fans can be used in a room if the doors and windows are open. Currently Liaising with property around the underfloor heating to support temperature control. Parents regularly reminded in newsletter about pupils coming dressed appropriately  Classes have access to sinks, with soap and water and/or to hand sanitisers, to allow staff and pupils to clean their hands after activities, and when entering and leaving the classroom. Sinks are not accessible to pupils in wheelchairs. Property currently reviewing this and some are being changed. At this current time ABHR will be used or a basin brought over with warm soapy water and used individually.  Individual subject risk assessments will be completed for practical subjects to minimise any risk as and when these activities are reinstated.  Each teacher will monitor compliance with the above control measures and feedback on any issues or required changes. | 5 x 2 = 10 | SMT  All staff  Property  Property  SMT  All Staff  SMT  Class Teacher  SMT  Class team | Ongoing monitoring and review  September 2020  Ongoing review |
| **Risk Score: 5 x 3 = 15**  **S X L = RS** |
| 07 | Coronavirus (COVID-19) being contracted/ transmitted due to exposure to virus by close proximity contact during break times. | Employees & pupils contracting/ transmitting  Coronavirus (COVID-19) through contact with contaminated materials and surfaces, and with others. | Staff lunches will be staggered, and all staff will provide their own crockery and cutlery.  Staff have the option of having break in their base, provided physical distancing is maintained  Barriers have been used to facilitate social distancing in outdoor areas.  Staff rooms is marked out to ensure physical distancing, with a maximum number of occupants displayed on the door.  The Outdoor areas have been timetabled and toilets allocated to classrooms. This has been communicated to staff and pupils.  Out of bounds areas are marked or locked e.g. some toilet cubicles, where physical distancing would be hard to achieve for staff | Fridges provided in classrooms.  Nominated person(s) will monitor break/lunchtimes to ensure control measures are effective and that no improvements are required. | 5 x 2 = 10 | SMT  SMT  All staff | June  2020  Ongoing and reviewed regularly |
| **Risk Score: 5 x 3 = 15**  **S X L = RS** |
| 08 | Coronavirus (COVID-19) being contracted/ transmitted due to exposure to virus by close proximity contact outdoors. | Employees & pupils contracting/ transmitting  Coronavirus (COVID-19) through contact with others. | External areas are recommended for the benefit of ventilation and fresh air.  Timing for entry is staggered and timetable for the main outdoor area. Staff should ensure that classes stay with their peers within their group bubble .  Barriers have been used to mark out areas of the external grounds to assist with this. | Learning activities should be identified to allow for physical distancing between pupils and staff where possible. Pupils currently do not have to distance from each other but do need to keep apart from staff. In the context of a special school this is impossible hence all the other actions we are putting in place within the risk assessment and core procedures being shared with families. Parent’s reminded regularly in newsletters about core procedures. PPE is also available.  Any resources used externally must be cleaned between use by groups of pupils. This will be class bubbles responsibility. |  | SMT  All Staff  SMT  All Staff  All Staff | Ongoing and reviewed regularly |
| **Risk Score: 5 x 3 = 15**  **S X L = RS** |
| 09 | Coronavirus (COVID-19) being contracted/ transmitted due to exposure to virus by close proximity during administrative office duties. | Employees & pupils contracting/ transmitting  Coronavirus (COVID-19) through contact with contaminated materials and surfaces. | Schools operate cashless offices.  Schools to communicate with parents electronically or by phone and encourage parents to do the same.  After using Multi-function devices (MFDs), printers and other equipment, staff should ensure that they wash or sanitise their hands.  Nitrile gloves are available at photocopier/printer and other shared equipment.  School office is laid out to ensure that 2 metre distance is maintained between staff, with alternative accommodation considered if necessary.  Change of chair and resources for part time staff sharing same area on different days in place.  Staff will remove face coverings when seated at desk but when move from desk a face covering will be worn. This will be the same for any staff working at a workstation. | Schools should ensure that all cash handling is eliminated. Regular reminders home about this required.  Pupils and other members of staff should NOT enter the school office without the permission of those working there to ensure that physical distancing is maintained.  As the reception/Office area is narrow this area must be monitored throughout the day, this could be done by Office staff who will spend most of their day in the area. | 5 x 2 = 10 | SMT  All Staff  SMT  ALL Parents  Office staff | Ongoing  Ongoing |
| **Risk Score: 5 x 3 = 15**  **S X L = RS** |
| 10 | Coronavirus (COVID-19) being contracted/ transmitted due to exposure to contaminated waste. | **Employees & pupils contracting/ transmitting**  **Coronavirus (COVID-19) through contact with contaminated waste, such as discarded PPE, tissues and personal** care materials. | Schools have contracted services in place for the disposal of nappies and medical waste.  Used PPE and tissues can be disposed of in general waste. | If waste has been in contact with a suspected case of COVID-19, then it needs to be double bagged and kept for 72 hours before disposal – system in place with marked areas to ensure 72 hours rule is followed.  Schools must identify the areas where they will require a foot operated, lidded bin, to meet the above requirements only.  Lidded bins have been ordered for classrooms. STILL AWAITING THESE TO ARRIVE  Nominated person(s) must monitor compliance with contaminated waste control measures. | 5 x 2 = 10 | SMT  All Staff  FM team  SMT  All Staff | Ongoing  And reviewed regularly  ASAP  Ongoing |
| **Risk Score: 5 x 3 = 15**  **S X L = RS** |
| 11 | Coronavirus (COVID-19) being contracted/ transmitted due to exposure to contaminated equipment and furniture. | Employees & pupils contracting/ transmitting  Coronavirus (COVID-19) to each other through contact with surfaces. | All equipment will be sanitised prior to, and after, each use using antibacterial wipes/spray/cleaning equipment that has been provided.  After employees have cleaned equipment, they will follow good hand hygiene practices.  All resources that cannot be washed easily have been removed.    DIARIES ONLINE – NO PAPER PASSING  Laptops, iPads and computers will be cleaned by the user / staff before and after use.  Classrooms are arranged to ensure that furniture is easily cleaned, with the removal of furniture and resources that may prove challenging to keep clean, such as soft furnishings.  Desks and chairs are cleaned before and after a period of use by staff and pupils using the wipes/ spray provided.  ALL SHARED AREAS to have wipeable seats all others to be removed.  Books from school libraries will be quarantined for 72 hours on return to school, with book drops and trolleys considered for this purpose  Movement between work stations and classrooms is minimised. | Staff will consider the reduction in resources used in the classroom setting, to restrict the numbers using equipment.  Staff will consider learning activities that reduce the sharing of resources.  Consideration should continue to be given to  ( Classes should continue to monitor and review this):-   * pupils having their own packs of stationery and craft materials set up, so there is no sharing * doing as much electronically as possible, such as pupils or parents emailing completed work that can be run off on a school printer * sending in photographs/screenshots. * laminating worksheets only if an alternative cannot be found they have to go back and forward between home and school   Classrooms have daily cleaning tick sheets for infection control to be completed daily – SMT to review at briefings and update as required  FAMILIES TO FOLLOW CORE PROCEDURES – Wipeable bag/ lunch box/ no un-necessary items coming in to school. Regular reminders to be given  OUTDOOR EQUIPMENT SHOULD BE CLEANED AFTER USE BY CLASS TEAM OUTSIDE. CLEANING RESOURCES TO BE TAKEN OUT BY TEAM. 2 boxes available at primary door cleaning station. These must be brought in and out by each group bubble. These need to be monitored by staff daily.  Rope apparatus outside – hands washed prior to and after use. If pushing a pupil on these PPE gloves to be worn. Reminders regularly to be given about ABHR being used. Staff all have access to own bottle.  All above controls must be monitored by nominated staff members. | 5 x 2 = 10 | SMT  Class teachers and teams  SMT  All staff  Office Staff  Class Teachers  Parents  All staff  SMT  All staff  Pupils and Parents  All staff  All staff  All staff  Librarian  All staff | Ongoing  Ongoing and review regularly  Review regularly  Review regularly  Ongoing  Immediate  Immediate  Immediate |
| **Risk Score: 5 x 3 = 15**  **S X L = RS** |
| 12 | Coronavirus (COVID-19) being contracted/ transmitted to a pupil or member of staff who is vulnerable. This would include pregnant, Black, Asian and Minority Ethnic (BAME) and clinically vulnerable persons. | Employees & pupils contracting/ transmitting  Coronavirus (COVID-19) to each other. | **Staff and pupils who are shielding and are in the extremely clinically vulnerable category will not work in school.**  Schools will have identified staff who are classified in the vulnerable category, in terms of the [NHS Inform guidance](https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/coronavirus-covid-19-general-advice) | Staff and pupils who are in the other vulnerable categories can attend school if an individual risk assessment is carried out and risks can be mitigated. The school risk assessment and core procedures share what the school is doing to mitigate risk. Parent’s can contact SMT if any concerns.  Staff and pupils in this category will be asked to seek medical advice.  Arrangements must be made to review the job role risk assessment with the individual staff member, or in the case of a pupil, carry out a supplementary risk assessment with the pupil and/or their parent carer. This will consider the job role in terms of the ability to physically distance  There is guidance available from the EIS for staff who are BAME [EIS guidance for BAME](C://Users/lfhamilton/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/VJCB826S/BAME%20risk%20assessment%20FINAL%20Mon.pdf) and this can be referred to for further information.  Support can be sought in completing the individual risk assessments through the school’s QIO, from Occupational Health or from the Corporate Health & Safety Team if required.  Individual staff members risk assessments have been completed and current work is ongoing on pupils who are in the high-risk category, focusing on the requirement to maintain strict physical distancing  As a special school all our pupils have ASN and a number will fall into the vulnerable category/ BAME and +16 . We have added in additional measures to mitigate risk . Core procedures for the whole school have been shared with home. Extra information may be shared on pupils own risk assessment for behaviour, moving and handling or other personal documentation. All staff members and pupils will be asked to seek medical advice sharing what procedures are in place.  For pupils with ASN that may find it difficult to physically distance, the school risk assessment shared what is in place to support this. The Inclusion Team may provide support if required to determine whether the pupil can be accommodated in school, or whether alternatives should be explored. |  | SMT  Staff/ Parents  Staff  Parent’s  PKC  SMT  PKC SMT  PKC  SMT  SMT  SMT  All staff  All Parent’s  PKC  SMT | Ongoing  Immediate  As and when required.  As required  As and when required |
| **Risk Score: 5 x 3 = 15**  **S X L = RS** |
| 13 | Coronavirus (COVID-19) being contracted/ transmitted due to exposure to virus by close proximity due to using contaminated care equipment. | Employees & pupils contracting/ transmitting  Coronavirus (COVID-19) to each other. | Staff will ensure that the service is inclusive and meets the needs of all users.  If a pupil has additional support needs (ASN), where single use is not possible, staff should use dedicated care equipment provided for the child (wheel chairs/walking aids/hoists).  Equipment not required in school should not be brought in from home. E.g. home sling.  2 cleaning stations have been set up outside for cleaning equipment. | If it is not possible to dedicate pieces of equipment to the individual, such as moving/handling aids, the equipment must be decontaminated immediately after use and before use on any other individual. | 5 x 2 = 10 | All staff  All staff  All Parents  All staff  Transport  Parents | As and when required  Review regularly  Immediate – continue to monitor PPE stock here |
| **Risk Score: 5 x 3 = 15**  **S X L = RS** |
| 14 | Coronavirus (COVID-19) being contracted/ transmitted due to contaminated clothing. | Employees & pupils contracting/ transmitting  Coronavirus (COVID-19) to each other. | Bibs will be requested from home and will be bagged for return home. Disposable bibs also available for those who require them in school. | Staff and pupils should be advised of the importance of personal hygiene and should be requested to wear freshly laundered clothes each day or rotated over 72 hours where possible, to reduce the risk of cross contamination. These do not need to be school uniform.  All bags should be wipeable and items kept to a minimum for staff and pupils.  For individual families where staff are aware of particular challenges that this may present, staff should ensure that the additional control measures, such as physical distancing where possible, hand washing and cleaning, are in place.  If pupils require clothing changed for any reason, such as accident/spillage/illness then employees **must not** shake the clothing – not shaking minimises the possibility of dispersing virus through the air. Clothing should be bagged to return to the pupil’s parent. After handling dirty clothing, ensure hand hygiene is carried out. | 5 x 2 = 10 | All staff  All Parents  All staff  Parents  All staff | Ongoing – continue to review Scottish Government Guidance  Immediate – review and monitor |
| **Risk Score: 5 x 3 = 15**  **S X L = RS** |
| 15 | Coronavirus (COVID-19) being contracted/ transmitted due to contact with bodily fluids. | Employees & pupils contracting/ transmitting  Coronavirus (COVID-19) to each other. | If toileting is required, existing procedures must be followed, such as wearing gloves/aprons and sanitising hands.  Nappies will be bagged and disposed of as per local procedures in nappy bin. Ensure hand hygiene is carried out. NITRILE GLOVES TO be used in all personal care. Once dealt with, the area should be spot cleaned, and items disposed of in accordance with infection control guidelines.  First aiders will wear a face mask when administering first aid.  How to use the spill kit information available in Class Information Folder.  Usual procedures for dealing with sickness should be followed, using a spill kit if provided. Infection control procedures will be followed.  First aiders will act in accordance with their training, using the PPE provided. | Staff undertaking personal care should use a face mask, over and above the usual gloves and apron, as they will be unable to maintain physical distancing from the pupil.  Staff who are in the high-risk categories MUST NOT carry out first aid duties or go into the infection control room to support a pupil. as they are unable to maintain physical distance while carrying out this task  Nominated staff to monitor compliance and effectiveness of the control measures. | 5 x 2 = 10 | All staff  SMT  All Staff  First Aider  All staff  SMT | Ongoing – continue to review Scottish Government Guidance  Immediate  Immediate |
| **Risk Score: 5 x 3 = 15**  **S X L = RS** |
| 16 | Pupils with ASN who may provide challenges to physical distancing and hand and respiratory hygiene. | Employees & pupils contracting/ transmitting  Coronavirus (COVID-19) to each other. | All pupils with additional support needs have been identified and pupils risk assessments and core procedures are in place. These will be shared with all staff and families. | If it has been identified separately and if the nature of the ASN presents a risk of spitting or close contact, then staff can be offered PPE, in the form of gloves, goggles or visor and face masks, when working closely with them. The use of visors/ goggles for individual pupils will be added to behaviour risk assessments.  For pupils with sensory issues, consideration should be given to managing hand and respiratory hygiene and this must be included in the individual pupil’s risk assessment/ Support Strategies. Secondary pupils who are able to wear a face covering will wear them in communal areas and areas where they are unable to socially distance. Some staff are unable to wear a mask.  It should be considered what additional support should be put in place to assist staff and pupils in following directional and advisory signs and amended school rules., including physical distancing and keeping in pupil groups. Staff and pupils must be clear about action to be taken in the event the pupil does not follow instruction and strategies to address this must be included in the pupil’s risk assessment/ support strategies, and shared with staff and families. | 5 x 2 =10 | SMT  All staff  SMT  All Staff  Parent’s  SMT  All Staff  Parents | Immediate  Immediate  Ongoing |
| **Risk Score: 5 x 3 = 15**  **S X L = RS** |
| 17 | Administration of Medication. | Employees & pupils contracting/ transmitting  Coronavirus (COVID-19) to each other. | Medication is clearly labelled with pupil’s name and dosage.  Medical team to administer all medication/ feeds/ medical support.  Medical team will follow guidance from NHS in administration. Currently it is full PPE (form of gloves, goggles or visor, apron and fluid repellent surgical face mask). will be worn for this as physical distancing cannot be achieved when administering medication, consideration must be given to alternatives, such as parental input to change when medication is given if appropriate. | [HPS Guidance](https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf) advises on how to manage tasks where physical distancing cannot be achieved  Medical have spoken to parent’s to reduce the number of pupils requiring medication. This is ongoing and under review depending on individual medical needs | 5 X 2 = 10 | Medical team | Immediate  Ongoing and continuallyReviewed |
| **Risk Score: 5 x 3 = 15**  **S X L = RS** |
| 18 | Fire. | Employees, pupils and contractors.  Additional risk from fire due to the change in school operations. | Fire evacuation is in place.  Fire drill carried out with all new procedures in place. Fire drills carried out regularly.  Janitorial staff test the fire alarm on a weekly basis to ensure they are working properly. Tayside Contracts/Mitie will have included fire system testing as part of their own risk assessment.  Fire evacuation has been updated this includes exit routes, newly implemented one-way systems, exit doors, fire marshals and location and spacing of muster points.  Head teacher has met with fire safety officers from PKC. New evacuation point has been created to facilitate social distancing. This leads onto the sports pitch at the back of the school.  Zoned areas have been completed in playground . Classes have been allocated an evacuation point. | Class Teachers to update all PEEPS in response to recent Fire Drill  Steps must be taken to ensure that fire marshals maintain two metres distance from the pupils while evacuating and while mustering. | 5 x 2 = 10 | Class Teachers  SMT  Fire Safety Officer  SMT  SMT  All staff  All staff | Immediate  Continue to review |
| **Risk Score: 5 x 3 = 15**  **S X L = RS** |

**Risk Matrix**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Severity** | **Likelihood** | | | | |
| **1** = Not likely to happen | **2 =** Could happen but most unlikely | **3 =** I can see that happening at some given time | **4** = I knew that would happen, and not just once | **5** = This is definitely going to happen every time |
| **1 =** Insignificant - no injury, damage to equipment, clothing | **1 LOW** | **2 LOW** | **3 LOW** | **4 LOW** | **5 MED** |
| **2** = Minor injury – cut bruise, requiring first aid | **2 LOW** | **4 LOW** | **6 MED** | **8 MED** | **10 MED** |
| **3 =** Moderate injury - over 3 days absence, hospital | **3 LOW** | **6 MED** | **9 MED** | **12 HIGH** | **15 HIGH** |
| **4 =** Specified injury - broken bone, more than 7 day absence etc. | **4 LOW** | **8 MED** | **12 HIGH** | **16 HIGH** | **20 HIGH** |
| **5 =** Fatality | **5 MED** | **10 MED** | **15 HIGH** | **20 HIGH** | **25 HIGH** |

|  |  |  |
| --- | --- | --- |
| **Description of Risk Level** | | **Actions** |
| **LOW** | If an incident were to occur, there would be little likelihood that an injury would result. | **LOW (1 to 4)**  Monitor to ensure controls are maintained. |
| **MEDIUM** | If an incident were to occur there is a risk that an injury requiring first aid would result or there is the possibility of a fatality. | **MEDIUM (5 to 10)**  Look to improve within specified timescale and consider Further Controls(SFAIRP) |
| **HIGH** | Significant risk of fatality, damage to property and or environmental impact. | **HIGH (12 to 25)**  Whilst it may be possible to carry on with the task, realistic timescales will be required to be set to for the implementation of the further controls |