

**General Risk Assessment Form**

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

**Version 1**

**March 2019**

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| **Service/Section -** | Education and Children Services | | **Risk Assessor**  (Name/Position) |  | Kwanele Matiwaza, Health & Safety Adviser  Lorna Hamilton  Project Manager  Senior Management Team - Fairview | **Date of Assessment** | 18/01/2021 |
| **Set the scene –**  (Description of Activity) | This risk assessment is for in-school learning. The learning will not take place in the standard, usual classroom format, but instead will be in the form of staff supervision of pupils undertaking the same remote learning as those at home. Staff member(s) in class will be supervising and ensuring the safety of the Pupils.  For the period from **Monday 11 January to Friday 29 January 2021**, vulnerable pupils and the pupils of essential workers will continue to attend school in-person. Schools will switch from offering childcare and wellbeing support to learning and teaching on 11 January 2021 for these groups (attendance in schools will be restricted to all necessary staff, vulnerable pupils and pupils of essential workers).  This may include staff needed to ensure the safe opening and operation of the school including senior leadership teams, FM staff, cleaners, teaching and support staff.  Schools will need to specify the pupils and staff on site.  Reference: Arrangements for the phased reopening of schools in Jan 2021 – supplementary guidance (updated 6 Jan 2021) which was circulated in hard copy to schools(Link to be inserted when uploaded to SG website), as well as the [Coronavirus (COVID-19): guidance on reducing the risks in schools](https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reducing-the-risks-in-schools/pages/overview/).    ​​​​​​​This risk assessment should be completed for staff who will be delivering support with in school learning, and the pupils. A separate risk assessment should be completed for staff who require to access the school building to plan for, deliver, or resource remote learning, from 11 January 2021.   * Schools will support pupils in small groups, keeping siblings together if possible, in order to reduce the risk of Coronavirus infection, and to reduce any potential impact from having to isolate as the result of a confirmed case. * Pupils are attending their usual school, so this assessment will cover all stages in school. * If possible, schools should consider ratios of 1 adult to 8 pupils for early years, in one room, but this is a baseline and will be a flexible ratio, to meet individual pupil needs and the needs of the school. For older pupils, groups should be allocated in order to achieve physical distancing. **For secondary pupils, it will be required that pupils and staff must maintain a distance of 2m from each other.** In primary, while there is no requirement for pupils to distance from each other, however **STAFF MUST**. It would be helpful to consider this as an additional mitigation while forming groups. This may mean limiting numbers in classrooms, and splitting normal classes, as appropriate. * The risk assessment has been developed using current knowledge and following Government, NHS and Health Protection Scotland advice   Suggested control measures should complement the default position of physical distancing.  Many of the control measures are already in place in schools, however, additional controls should be considered, and implemented where necessary. These are marked in red for ease of reference  This document must be read in conjunction with any **task specific risk assessments/ CoSHH assessments , individual pupil risk assessments, individual staff risk assessments,** [**Health Protection Scotland Guidance**](https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf) **and any other existing school procedures.**  **Headteachers should share this risk assessment with all relevant staff and consider any suggestions or further control measures that may be highlighted.**  **All employees must comply with all PKC infection control procedures/training and information** | | | | | | |
| **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** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Coronavirus (COVID 19) being contracted / transmitted due to exposure to virus by close proximity contact in general | Employees /Pupils /  Contracting/transmitting  Coronavirus (COVID19) to each other resulting in possible fatality | All staff have been made aware of the importance of following public health guidance on when to isolate.  Staff have been given the link to the guidance on COVID-19 Test and Protect process : <https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect/>  Staff who are considered clinically vulnerable have been contacted and were asked to contact their medical team to see if they are able to work in the work place during the current restrictions. Risk Assessments have been updated accordingly and given out to staff.  **Staff at the highest clinical risk (individuals on the shielding list) are working from home,** A CMO notification will act as a **fit note** and has been issued to individuals from week commencing 4 January 2021. Shielding guidance can be found [here](https://www.gov.scot/publications/coronavirus-covid-19-stay-at-home-guidance/).  All parents have been informed of the guidance on NHS Inform and reminded not to send their child to school if they are symptomatic or share a household with someone who is symptomatic. If Pupils/ families present in this manner they will not be permitted to enter. All parents of pupils currently attending school have signed a parental contract to this effect. We have also asked for any pupils who are unwell (with non-covid symptoms) to stay at home in the contract.  All employees in the building have completed the PKC Infection control training on LIGO.  Alcohol-based hand rub minimum 60% (is available for staff within the school for use when not near a sink with soap and water, such as in any of the outdoor play areas.  Antibacterial surface wipes(single use), single use disposable gloves- powder free, disposable plastic aprons(single use) are all available within the centre.  Employees have been instructed to wash/sanitise hands before putting on PPE and after removing it.  There are adequate handwashing facilities within the premises and other suitable welfare facilities e.g. toilets/changing facilities.  There are personal care areas in place and specialists bins and are removed regularly by Initial.  All staff are responsible for effective cleaning to ensure safety of all services users and staff teams.  **Fairview school – face covering**  All employees and school pupils who can, will wear a face covering when in communal areas, which includes the classrooms unless in the early years (there may be exemptions e.g. medical exemptions. All members of staff who cannot wear a face covering have an individual risk assessment. Communal areas include moving around the school in corridors, office and admin areas, dining room, staff room and the classroom (except when dining) and other confined communal areas, (including staff rooms and toilets).    The use of face coverings is a public health requirement, these should be provided by the individual. The school does keep a supply as a contingency, in the event an individual misplaces or damages their own face covering. These are PPE grade. These MUST be used for personal care, close contact e.g. Eating and Drinking support, TACPAC, intensive interaction if essential to pupils learning and wellbeing. Staff have been informed of this.  It is strongly advised that all close proximity activities should be avoided where possible and safe to do so. Full PPE worn to support the times that this cannot happen e.g Eating and Drinking and Personal Care.  All classes will follow COVID procedures which include the Isolation room procedures and Testing Positive procedures in Class Information Folders.  Welfare facilities have been identified and out of bounds areas are closed off to reduce the risk of infection. Employees and pupils have been notified of the areas to use. Staff/ pupils must clean their hands for at least the 20 seconds required and wipe down the toilet/ toilet area after use – ensuring all touch surfaces have been wiped. Staff will oversee this for pupils.  A daily cleaning schedule is in place in the Kitchen/ food preparation area and it is cleaned prior to use, after each use. No groups use this area it is only the kitchen staff. We are currently not using food preparation areas. If used in class then the Infection Control relating to food will be followed.  Employees will practice good hygiene practice when using any of these facilities e.g. wiping down surfaces with antibacterial wipes/ cleaning materials that have been issued.  All crockery/ cutlery stored away when not in use in the kitchen. Staff bring their own for break/ lunch.  Employees will maintain the recommended physical distance during breaks (2m)  **Toilets**  Employees have designated toilets. This area is restricted to pupils.  Antibacterial wipes and gloves are in all toilets to ensure staff wipe down after use. Signs are displayed to support this.  Staff must clean their hands for at least the 20 seconds required and wipe down the toilet/ toilet area after use – ensuring all touch surfaces have been wiped  Employees follow good hand hygiene practice before and after using these toilets.  ABHR available in toilets/near toilets  **Tea/coffee making facilities/food prep areas/fridges**  Employees will use only designated facilities e.g. staff room/ dining room which are set out with the 2m distancing. **SEATS WILL NOT BE MOVED**.  Pupils will not be allowed in these areas and if a COVID incident occurs staff will no longer be able to use the dining area.  Employees practice good hygiene practice when using these facilities e.g. wiping down surfaces with antibacterial wipes/ cleaning materials that have been issued. Stations are set up across the school.  Employees use their own crockery/cutlery and wash it after every use.  Each class has their own fridge and only those staff not belonging to a class will use an allocated in fridge int eh staff room/ dining room. The fridges will be kept clean by employees and waste food/drink removed.  Microwaves are now in use and 2m from any seating to allow for social distancing. Posters are in place for infection control procedures beside microwaves – which includes cleaning inside and out after use. Hand gel and antibac wipes are available at each microwave. A 2m marking for someone waiting is also clearly marked on the floor.  There will be no sharing of food e.g tubs of sweets, packet of biscuits etc and staff should use their own crockery and cutlery. Plastic cutlery is available.  No food to be left out in the open.  Measures are in place based on the common points advised by Property Services previously, at HTs meetings and on site. Plans are in place to ensure sufficient ventilation. All class teams know what needs to be open/ numbers in specific areas. The janitor also opens the windows in the common areas when opening up in the morning – these include the dining room and staff room.  Further controls relating to thermal comfort in the light of the requirement for ventilation have been considered. Currently there is additional heating in the staffroom. Staff and pupils are encouraged to choose their personal clothing carefully and dress appropriately. They should position themselves away from windows, draughts.  **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 bagged as per above. (ONLY when symptoms have been present)  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 hands 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. Follow these simple steps to ensure you and the service users/child’s safety: ensure hygiene and cleanliness.  **Respiratory and Cough Hygiene(Service Users/Pupils) – ‘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 tissue should be bagged as per above. (ONLY when symptoms have been present) Pupils should be encouraged to cover nose/mouth when sneezing/coughing.  Staff will be vigilant regarding pupil’s hygiene and will ensure effective hand washing is carried out.  **Pupil’s hand hygiene**  Employees will ensure Pupils practice good hand hygiene by modelling and supporting hand washing. | Testing is available for staff:-  For asymptomatic tests, if an employee is concerned that they may have been exposed to infection they may make a request to be tested through an employer led referral.  If an employee is symptomatic, they should self-isolate and book a test as soon as possible. This can be done by making a self-referral or requesting an employer led referral.  Pupils **and young people at the highest clinical risk (individuals on the shielding list- Individuals on the shielding list, Category A, will not attend school in person. Category B may require to access school due to risk of harm and will require an individual risk assessment).**  Other vulnerable staff e.g. pregnant workers must have an individual risk assessment carried out.  Currently looking into medical grade PPE for Fairview and awaiting information for this from PKC. | **5 x 3 = 15** | HT  Employee  SMT  SMT  PKC | As and when required  As and when required  As and when required for Category B  As and when required |
| **Risk Score: 5 x 3 = 15**  **S X L = RS** |
| 2 | Coronavirus (COVID 19) being contracted / transmitted due to exposure to virus by close proximity due to unrestricted access to the building/activity areas | Employees/Pupils /Service Users/  Contracting/transmitting  Coronavirus (COVID19) to each other resulting in possible fatality | Access to the building is restricted. Parents are not allowed into the building. Only essential visitors will be permitted with prior notice if it is detrimental to the pupil if they did not attend. Scottish Government [guidance](https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reducing-the-risks-in-schools/) on who is an essential visitor to a school is followed.  Drop off and pick up arrangements have been communicated to parents, transport and staff.  Staggered starts are in place for Nursery, Primary and Secondary pupils. Staff are radioed to collect pupils to support distancing.  Handles and other door furniture are cleaned before and after use. Pupil hands are sprayed with Alcohol-based hand rub, before accessing sinks to wash their hands. Pupils are currently not using the cloakrooms and have a box for their items which are the placed outside the classroom.  To avoid close contact with employees and pupil’s parents/guardians/carers/ transport then the recommended physical distancing(2m) will be enforced by staff. STAFF SHOULD NOT LINGER AND TALK TO TRANSPORT STAFF.  Parents/ Transport reminded that they cannot congregate outside the building, and arrival and departure times are staggered to limit the number of people at the door. Lines are marked outside to support distancing and pupils should remain in transport until just before their start time.  Only authorised employees/pupils will enter the building.  The only exception would be in the event of an emergency(fire/ambulance), gas leak etc, scheduled work arranged by PKC/MITIE. AHP’s if absolutely necessary. MUST SOCIALLY DISTANCE –  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 or wiped in class and nitrile gloves worn for handover. 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. | SMT continue to review and consider the existing signage relocate as necessary. | **5 x 3 = 15** | SMT | Ongoing |
| **Risk Score: 5 x 3 = 15**  **S X L = RS** |
| 3 | Coronavirus (COVID 19) being contracted / transmitted due to exposure to virus by close proximity during activities | Employees /Pupils/Service Users/  Contracting/transmitting  Coronavirus (COVID19) to each other resulting in possible fatality | **Contact during activities**  Pupils will be kept in their allocated groups, with siblings together wherever possible, and if this aligns with the organisation in school.  The staff will remain in the room they have been allocated for their whole shift and where possible during the week remain in the same class bubble.  Supervision is in place to ensure that staff are following this guidance, and reviews of activities have and will continue to be undertaken if there is any difficulty in delivering the service and following the guidance. Virtual weekly meetings with staff support this and email communications.  Physical Education will not be delivered inside the school but will be delivered outside when the weather allows.  Classrooms will be laid out to observe 2 metre physical distancing where possible – unless in the early years BUT staff must maintain the physical distancing whenever possible. At points a 2:1 is necessary and full PPE will be worn for M&H but this may not be the case if supporting with behaviour. This is stated in individual behaviour risk assessments.  The importance of physical distancing in limiting not only the spread of the virus, but also the impact of potential isolation, has been reiterated to all staff.  Pupils will be reminded/ supported to understand the importance of keeping within their allocated group and should maintain physical distancing where possible.  Pupils cannot physically distance from staff and will be supported to physically distance from each other with the layout of each class being considered carefully and consideration of activities to support this.  All pupils in Fairview have Additional Support Needs. It is not possible to maintain physical distancing because of the needs of the pupil(s), therefore the number of pupils supported in a group have been reduced to 3. If a room is big enough to support distancing and the ages of pupils allow then 4 may be explored if required. |  | **5 x 3 = 15** |  |  |
| **Risk Score: 5 x 3 = 15**  **S X L = RS** |
| 4 | Coronavirus (COVID 19) being contracted / transmitted due to contaminated equipment. | Employees/Pupils /Service Users/  Contracting/transmitting  Coronavirus (COVID19) to each other resulting in possible fatality | **Contaminated equipment**  All equipment will be sanitised prior to use – and after each use using antibacterial wipes/cleaning equipment that has been provided. Stations set out across the school to support this and this equipment is also available in all rooms and welfare facilities and outside.  After employees have cleaned equipment, they will follow good hand hygiene practices.  Number of pupils using each piece of equipment will be restricted to reduce the risk of infection.  OUTDOOR EQUIPMENT WILL BE CLEANED AFTER USE BY A CLASS TEAM MEMBER. Antibacterial wipes are stationed outside and if empty a team member will radio for new ones. Cleaning resources are always available.  Rope apparatus outside – ABHR used 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.  IT equipment eg. Laptops, headsets and other accessories will be cleaned after each use.  Shared equipment – Ipad and promethean:-  IPad – hands are cleaned prior to use and IPad is wiped down before and after use.  Promethean board – hands are cleaned before and after use. A cloth is used to clean the board and this should be washed in between use.  Desks/chairs should be sanitised prior to use  (antibacterial wipes/cleaning products supplied)  Pupils will be encouraged to keep things out of their mouth, however it is recognised for some pupils this is not possible.  Anything put in the mouth will be wiped down after use.  Pupils have their own packs of stationery and will not share pens. |  | **5 x 3 = 15** |  |  |
| **Risk Score: 5 x 3 = 15**  **S X L = RS** |
| 5 | Coronavirus (COVID 19) being contracted / transmitted due to exposure to virus by close proximity due to using contaminated care equipment | Employees/Pupils /Service Users/  Contracting/transmitting  Coronavirus (COVID19) to each other resulting in possible fatality | Staff will ensure that the service is inclusive and meets the needs of all users. If any further controls are needed, these are included in the individual pupil behaviour risk assessment. There is also a Moving and Handling Covid sheet which supports all pupils who require moving and handling support.  If a child has additional support needs, where single use is not possible, staff should use dedicated care equipment provided for the child (wheel chairs/ walking aids/ hoists).  Equipment is wiped down for pass over to parent/ transport.  If it is not possible to dedicate pieces of equipment to the individual, such as moving /handling aides, the equipment must be decontaminated immediately after use and before use on any other individual.  A Moving and Handling information sheet also supports infection control for equipment used with more than one individual. |  | 5 x 3 = 15 |  |  |
| **Risk Score: 5 x 3 = 15**  **S X L = RS** |
| 6 | Coronavirus (COVID 19) being contracted / transmitted due to contaminated clothing/  nappies | Employees/pupils /Service Users/  Contracting/transmitting  Coronavirus (COVID19) to each other resulting in possible fatality | Staff undertaking personal care will be provided with appropriate PPE, as they will be unable to maintain physical distancing from the child.  **Laundry**  If pupils require clothing changed for any reason e.g. accident/ spillage/ illness then employees **must not** shake dirty laundry – not shaking minimises the possibility of dispersing virus through the air. Laundry is bagged and sent home. It is only laundered in school if essential.  After handling dirty laundry ensure hand hygiene is carried out.  Staff follow a protocol for laundering in school and this is available in the laundry room – requiring PPE to be worn.  Bibs will be requested from home and will be bagged for return home. Disposable bibs also available for those who require them in school.  **Personal Care**  Current procedures for changing pads will be adhered to and staff will follow the correct procedures for wearing PPE and safe removal of PPE. Pads will be bagged and disposed of as per local procedures. After handling used pads- dispose of PPE as previous.  Ensure hand hygiene is carried out.  **Dealing with sickness**  Current procedures will be followed i.e. using a spill kit, wearing full PPE and following the correct procedures for this. All classes have information and guidance on how to use a spill kit and know where these are allocated in school.  Dispose of PPE/cleaning material/cloths as previous i.e. bagged  Ensure hand hygiene is carried out. | Currently looking into medical grade PPE for Fairview and awaiting information for this from PKC. | **5 x 3 = 15** | PKC |  |
| **Risk Score: 5 x 3 = 15**  **S X L = RS** |
| 7 | Slips, Trips and Falls  Fractures/First Aid Injuries | Employees/pupils/Parents & Carers & | Good housekeeping measures are in place and followed at all times, cables are stored away safely.  Pupils are aware that they have not to run inside the building and stay in allocated rooms when in the building.  Adults ensure that rugs or any toys are not left lying on the floor to eliminate slips trips and falls.    Pupils are encouraged to tidy up behind then to reduce equipment and resources on the floor.  Coats and bags are placed in plastic boxes and kept outside the classroom or in a specific area in the room ensuring areas are kept clean and tidy  Fire exits are kept clear at all times  Any spillages are cleaned immediately, and wet floor signs put in area used to keep others safe.  Each class has their own first aid kit. The first aid kits are well stocked and easily available for use with one in every room. Any stock required can be replenished and requested.  Medical staff are in building at all times and can be called upon with a class radio. Medical staff wear full medical PPE. |  | **3 x 2 = 6** |  |  |
| **Risk Score: 3 x 2 = 6**  **S X L = RS** |
| 8 | Door/Gates to outside  Missing Child/Intruders | Employees/pupils | Pupils do not have access to the front door area  Staff are vigilant as to where the pupils are at all times both indoors and outdoors.  Any pupil who presents with a risk of leaving the building has their own individual risk assessment.  Any faults with doors/ gates are reported to the janitorial staff.  Normal school attendance procedures apply.  When moving in the corridor all staff/ pupils where possible will walk on the left. This has been communicated to all. Staff continue to model and support pupils with this.  All staff have fobs to enter and exit the building and will carry these, at all times.  The back gate which is used for access will have antibacterial wipes to ensure handles are wiped down after every use. |  | **5 x 2 = 10** |  |  |
| **Risk Score: 5 x 2 = 10**  **S X L = RS** |
| 9 | Electrical Equipment  Electrocution/Electrical Fire/Electric Shock | Employees/Pupils | All electrical equipment is PAT tested for safety  Staff to do a visual check of all electrical equipment before use to check for damaged wires etc  Staff set up electrical equipment and supervise the use of it |  | **3 x 2 = 6** |  |  |
| **Risk Score: 3 x 2 = 6**  **S X L = RS** |
| 10 | Fall from Heights  Broken Bones/First Aid Injuries | Pupil | Pupils are encouraged not to climb on any equipment other than equipment specifically for climbing. Anyone who does climb does have an individual risk assessment.  When using outdoor play climbing equipment pupils are closely supervised.  Staff will visually check the equipment prior to the pupils using it  The Pupils are encouraged to only use equipment that they can manage and not to climb too high and only as high as they feel comfortable to do.  The first aid kits are available in each one of the rooms. This First Aid Kit is well stocked and easily available for use. Staff can request tops us as and when they need it.  Staff will use any safety equipment that has been provided, such as kick stools and stepladder.  Medical staff are in the building at all times and can be called upon with a class radio. Medical staff wear full medical PPE. |  | **4 x 2 = 8** |  |  |
| **Risk Score: 4 x 2 = 8**  **S X L = RS** |
| 11 | Hot appliances – Kettle, toaster, oven, Iron  Burns | Pupil/ Employees | Hot drinks are only prepared in the staff room and can be taken in the staffroom/ dining room. There should be NO hot drinks in any rooms pupils are.  Hot appliances will be left to cool down in a safe place away from the pupils before being stored away where appropriate  Hot appliances are turned off when not in use, this includes any heaters that are put on.  First aid kits are in each room and are well stocked and easily accessible for use.  Medical staff are in the building at all times and can be called upon with a class radio. Medical staff wear full medical PPE. | . | **3 x 2 = 6** |  |  |
| **Risk Score: 3 x 2 = 6**  **S X L = RS** |
| 12 | Paints/Adhesives  Pupils eating it/Poisoning/Vomiting | Pupil | All paints/glues used in must be water based and non-toxic  Staff check the hazard card supplied with the product and inform all staff of the content.  All pupils are encouraged to wear their own individual apron that is not shared to protect their clothing. If they do not have this a disposable one can be used.  First Aid kit is in all rooms and well stocked and easily available for use.  Medical staff are in the building at all times and can be called upon with a class radio. Medical staff wear full medical PPE. |  | 2 x 2 = 4 |  |  |
| **Risk Score: 2 x 2 = 4**  **S X L = RS** |
| 13 | Manual Handling  Back injury/sprains | Employees/Pupils | Staff should not be lifting heavy or unwieldly equipment. Proper lifting techniques in place  Staff will not allow pupils to lift heavy or unwieldly equipment  All staff are trained in Moving and Handling, pupils who require Moving and Handling have risk assessments in place and these are followed by staff. Full PPE is worn for this. | Staff should speak to Janitorial staff or ask support from others to arrange movement of any heavy equipment |  | Staff | As and when required |
| **Risk Score: 3 x 3 = 9**  **S X L = RS** |
| 14 | Pupils with Additional Support Needs  Injuries | Employees/ Pupils | All pupils with additional support needs are attending their own school, so staff are aware of these needs.  The school risk assessment covers support for most pupils, but some pupils may have their own Individual behaviour risk assessment, Moving and Handling Protocol or individual risk assessment due to health reasons.  Pupils attending school are supported by staff who know the individual. If there is a staff shortage a class may have to close if appropriately trained staff with knowledge of the individual are not available.  Most pupils are unable to physically distance and staff are provided with full PPE for working in close contact with individuals. Some individuals may not manage with staff wearing PPE and this is written into their own individual behaviour risk assessment.    If an individual, presents a risk of spitting this is written into their own risk assessment and staff are provided with the necessary enhanced PPE to support.  Important information is shared with the staff to allow them to best support the pupils attending. | Continue to monitor specific pupils to ensure that their needs are being met. |  | Staff | Ongoing |
| **Risk Score: 1 x 2 = 2**  **S X L = RS** |
| 15 | Allergies and medication  Anaphylaxis/Hives/Skin irritation  Over, or incorrect dosage. | Employees/Pupils | Staff are aware of pupils who receive/ require medication.  The nursing team have medication protocols in place for pupils who require medication in school.  Any medical protocols needed for individual pupils  (e.g. epilepsy) are shared with staff in each classroom. At least 1 member of staff present in the room will know where this is and can share this with other staff members.  Medication is clearly labelled with child’s name and dosage with the medical team.  Medication is stored appropriately and is accessible with the medical team (or management team if required for respite after school) |  | 5 x 2 =10 |  |  |
| **Risk Score: 5 x 2 = 10**  **S X L = RS** |
| 16 | Fire/ Fire Alarm  Death/Burns/Smoke Inhalation/Stress | Employees/Pupils | Fire drills carried out regularly to ensure that all staff and pupils are familiar with the evacuation procedure and how to leave the building safely.  Staff/Supply Staff/pupils all aware of where the fire exits are and location of the fire assembly point  Janitorial staff test the fire alarm on a weekly basis to ensure to that they are working properly. A fire alarm under the new restrictions took place on the 8th January and no changes are currently needed to happen.  The school evacuation plan has been updated to reflect distancing for numbers in school to ensure physical distancing can happen during evacuation and muster. | Fire drills will continue to take place regularly and are recorded in the school fire evacuation plan.  All pupils have individual PEEP plans and these are amended as and when required in response to individual needs. | 5 x 2 = 10 |  |  |
| **Risk Score: 5 x 2 = 10**  **S X L = RS** |
| 17 | Adverse Weather conditions  Recommendations are that Pupils are outdoors as much as possible, weather permitting. Adverse weather may present a risk. | Employees/ Pupils | Parents have been advised to ensure that pupils are appropriately dressed for the weather including, wellies and coats when required.  Outdoor spaces have been allocated to individual classes and parents have been informed that pupils should be attending dressed for the weather. If pupils are not dressing appropriately class teachers will first contact parents and if this continues a member of SMT will discuss with parents.  Staff will closely supervise the time pupils spend outside and provide an area for shelter when required  Pupils should bring a change of clothes if they are to be outdoors  The school will follow severe weather procedures if appropriate |  | 2 x 2 = 4 |  |  |
| **Risk Score: 2 x 2 = 4**  **S X L = RS** |

**Risk Matrix**

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| --- | --- | --- | --- | --- | --- |
| **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** |

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| **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 |