

**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 Services | | **Risk Assessor**  (Name/Position) |  | Kwanele Matiwaza, Health & Safety Adviser  Lorna Hamilton  Project Manager  Senior Management Team – Fairview School | **Date of Assessment** | 15/01/2021 |
| **Set the scene –**  (Description of Activity) | As part of the provision of learning, there may be occasions when members of staff who are not on supervisory duty need to access the school building.  This could be to access resources and printing, undertake other duties or to deliver remote learning from the school building, using the school’s equipment, or for the employee’s mental wellbeing.  As the school will be operating a “hub” arrangement, access may be restricted or subject to additional control measures.  These employees will work from an identified room or space within the school with no physical interaction with pupils.  As with those who are providing supervision of pupils, the guidance issued on 6 January2020, link to follow, should be considered, 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/).  All staff need to be mindful of, and observe, strict physical distancing, and absolute minimum contact staff and pupils who are already in the building supervising and learning. There may be occasions when access to resources should be planned to ensure no mix of staff.  Staff who are not on the rota and need to access the building must let SMT know before entering the building. Due to pupils being unable to socially distance we ask that this happens out with pupil hours. Please ensure you sign in and out of the building. In an emergency, for a resource, please contact SMT.  **You should not be in the classroom with pupils and staff and only use the dedicated individual work areas that have been allocated.**  Employees will access school via dedicated access points.  This risk assessment has been developed in light of COVID 19 pandemic for employees who carry out essential duties of supporting pupils and other employees.  The risk assessment has been developed by using current knowledge and following Government/NHS and Public Health Guidance.  The risk assessment will be reviewed and amended as new guidance is issued.  **All employees must comply with all PKC infection control procedures/training.**  This document must be read in conjunction with any **task specific risk assessments/ CoSHH 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.** | | | | | | |
| **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 or transmitted due to exposure to virus when accessing and exiting the building and when moving around the building | Employees, School children members of the public  Contracting or transmitting  Coronavirus (COVID19) to each other resulting in possible fatality | Staff are fully aware of the process for COVID-19 Test and Protect : <https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect/>  **Access & Egress**  Employees that can continue to work from home will continue to do so.  Access to the building is restricted to authorised employees only (other exceptions will be emergency services, repairs etc r essential support for a pupil from an Allied Health professional in full PPE) Headteachers will have approved who can be in the school building. Staff cannot “drop in”.  Access to the building is restricted and will be gained via the designated entrance – staff who are not on rota must sign in and ensure SMT have been contacted. Where possible this should not be within pupil hours, unless using own individual work station.  Employees have been instructed to ensure they maintain Physical (Social) distance from others they may encounter e.g. other employees, school children, school employees “Stay Safe – Show Respect – Physical Distancing” Corporate signage is displayed.  The Senior Management Team has considered the guidance on staff who are clinically vulnerable and individual risk assessments have been reviewed to ensure that the appropriate mitigations are put in place. Staff with a Risk Assessment were asked to seek advice from their medical advisor as to whether they could/ couldn’t attend the setting.  **Staff at the highest clinical risk (individuals on the shielding list) will work 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 control measures are supervised and monitored on a regular basis. The Senior Management Team deliver weekly briefings to all staff to ensure that this is done by giving updates and reminders.  Procedure for access/egress has been agreed with school employees and building management around when employees can come in and leave.  **Fairview school – face coverings**  All employees who can, will wear a face covering when in communal areas, including the classroom - at all times (unless exempt). Any staff member without a face mask will have their own Risk Assessment.  Communal areas include moving around the school in corridors, office, admin areas, staff room, toilets and other confined communal areas (except when dining); UNNECESSARY MOVEMENT IS FULLY DISCOURAGED  Face coverings are a public health requirement, and these should be provided by the individual. Fairview keeps a small supply as a contingency and these are always available from the PPE store .  Welfare facilities that can be used have been identified for staff -some facilities will be out of bounds to reduce the risk of infection. Employees have been notified of the areas/facilities to use.  Areas that have been identified to be accessed comply with the ventilation advice referenced in the main school risk assessment.  Plans are in place to ensure sufficient ventilation. This depends on the layout of the room used, number of windows, doors and ceiling height. Class teams have been informed of what is required in each individual class.  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 are encouraged to choose their personal clothing carefully and dress appropriately. They should position themselves away from windows, draughts.  “Please Sanitise Hands” Corporate signage is displayed.  Employees will use good hand hygiene practices. There is ABHR/hand sanitiser available at the main entrance and at various locations throughout the building.  On entering the building employees will go directly to their allocated area/break room/ welfare facilities. They will not access pupil areas. | Testing is available for staff through normal processes.  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.  Other vulnerable staff e.g. pregnant workers must have an individual risk assessment carried.  Staff accessing the school building will be made aware of any changes to signage | **5 x 3 = 15** | HT  Employee  SMT  SMT | As and when required  As and when required  As and when required  As and when required if new signage |
| **Risk Score: 5 x 2 = 10**  **S X L = RS** |
| 2 | Coronavirus (COVID 19) being contracted / transmitted due to exposure to virus by close proximity contact and coming into contact with potentially contaminated surfaces when using toilets and other welfare facilities | Employees, School children members of the public  Contracting or transmitting  Coronavirus (COVID19) to each other resulting in possible fatality | **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. |  | **5 x 3 = 15** |  |  |
| **Risk Score: 5 x 2 = 10**  **S X L = RS** |
| 3 | Coronavirus (COVID 19) being contracted or transmitted due to contaminated equipment. | Employees  Contracting or transmitting  Coronavirus (COVID19) to each other resulting in possible fatality | **Contaminated equipment**  Employees sanitise PC/laptop equipment(keyboard/mouse) prior to use – using antibacterial wipes/cleaning equipment that has been provided. Please refer to any manufacturer’s instructions prior to cleaning.  Teacher’s will use their own allocated IT equipment and are allocate a phone to use, Antibacterial wipes will be available near all phones.  After employees have cleaned equipment, they follow good hand hygiene practices.  Physical (Social) distancing is observed at individualised workstations i.e. employees maintain a 2-metre distance when sitting at desks.  Employees don’t share pens/pencils and should place them in their drawer when leaving their desk.  **MFD’s/Print area**  Only one person allowed in area at any one time – hand gel and gloves are to be used before use. | Staff to be reminded in briefings about cleaning own mobile when used in school/ reiterate this should not happen during time with pupils – break/ lunch only  Staff to be reminded regularly that they should clearly consider resources and equipment moving between their home and school and take appropriate measures to clean and sanitise as necessary. | 5 x 3 = 15 | SMT  SMT | 21/01/21  Thursday briefings |
| **Risk Score: 5 x 3 = 15**  **S X L = RS** |
| 4 | Coronavirus (COVID 19) being contracted or transmitted due to close proximity during meetings | Employees  Contracting or transmitting  Coronavirus (COVID19) to each other resulting in possible fatality | Teams use technology such as Microsoft teams to conduct meetings.  Staff are aware that they should not enter the building to attend a face to face meeting that can happen virtually. Face to face meetings will only take place if Physical (Social) distancing can be maintained and there is no other option.  Regular online briefings take place. Emails regularly sent out to staff to keep them informed and up to date. |  | 5 x 3 = 15 |  |  |
| **Risk Score: 5 x 3 = 15**  **S X L = RS** |
| 5 | Coronavirus (COVID 19) being contracted or transmitted due to close proximity during an emergency situation i.e. fire/first aid | Employees, School children members of the public  Contracting or transmitting  Coronavirus (COVID19) to each other resulting in possible fatality | Fire drills carried out regularly to ensure that all employees are familiar with the evacuation procedure and how to leave the building safely. Consideration has been given to the fire evacuation plan to accommodate numbers, and to ensure physical distancing during evacuation and muster. This is in place and been shared with all staff.  Fire drill has taken place for January to ensure all are aware of procedures.  All staff who are coming into the building must be made aware of the procedures and must not impede the evacuation of pupils. There is space to allow staff to social distance from pupils/ other staff who are supporting pupils.  Employees are 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. | Continue to carry out regular fire drills. | 5 x 3 = 15 | SMT | Termly |
| **Risk Score: 5 x 3 = 15**  **S X L = RS** |
| 6 | Coronavirus (COVID 19) being contracted / transmitted through the use of workstations in a shared office environment | Employees  Contracting or transmitting  Coronavirus (COVID19) to each other resulting in possible fatality | Desks, computer phone and anything else in work area are thoroughly cleaned between use using sanitising wipes.  2m physical distancing is observed at workstations. Some Workstations may be put out of use to maintain physical distancing. Signage is displayed when workstations are out of use or available.  Employees wash hands/sanitise hands prior to sitting at work station. This reduces the likelihood of spreading the virus.  A limited number of staff are assigned to a ‘shared’ work area for virtual learning. Staff only use the station they have been timetabled to use.  Staff adopt a clear desk policy after each use of a shared area. | Staff must be spread out through the building, where practical to do so, therefore staff should not be sharing workspaces or classrooms | 5 x 3 = 15 | SMT | As and when numbers rise |
| **Risk Score: 5 x 3 = 15**  **S X L = RS** |
|  |  |  |  |  |  |  |  |
| **Risk Score: x =**  **S X L = RS** |
|  |  |  |  |  |  |  |  |
| **Risk Score: x =**  **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 |