

**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- Fairview | **Risk Assessor**(Name/Position)  | Trudie Carstairs(DHT) | Kwanele Matiwaza, Health & Safety AdviserLorna HamiltonProject ManagerSenior Management Team - Fairview | **~~Date of Assessment~~**  | ~~18/01/2021~~~~10/02/21~~~~22/02/21~~~~17/03/21~~~~19/04/21~~~~04/05/2021~~~~11/08/21~~~~16/09/21~~~~06/12/2021~~~~06/01/2022~~04/02/2022 |
| **Set the scene –**(Description of Activity) | Risk Assessment for Pupils’ and Staff from 7th February 2022UPDATES FROM 07/02/2022 are highlighted in YELLOWThe risk assessment is subject to amendment if there are changes to public health and Scottish Government advice. Supplementary guidance may be provided at short notice and must be followed. All staff and pupils are in Fairview on a full- time basis. Pupils will not be required to maintain physical distancing within the classroom, Employees will continue to be required to maintain the distance advised by the Scottish Government, and Health Protection Scotland, where possible ALL school staff will continue with the 2m distancing if they have the capacity to do so .For schools with nurseries, there has been separate guidance developed for Early Learning and Childcare and this should be referred to for specific [guidance](http://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reopening-early-learning-and-childcare-services/). PLEASE NOTE THIS GUIDANCE IS REFLECTED IN THIS RISK ASSESSMENTThe risk assessment has been developed using current knowledge and following Government, NHS and Health Protection Scotland advice. The [Coronavirus (COVID-19): Guidance on reducing the risks from COVID-19 in schools- 1](https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reducing-the-risks-in-schools/pages/overview/)[st](https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reducing-the-risks-in-schools/pages/overview/) [February version 7.4](https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reducing-the-risks-in-schools/pages/overview/) 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. Most recent additions are highlighted in red text.This document must be read in conjunction with any **task/ subject specific risk assessments/ CoSHH assessments, individual pupil risk assessments, individual staff risk assessment, specific ELC setting risk assessment and relevant** [**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 have comply with all PKC infection control procedures/ training and information. This includes the PKC COVID infection prevention and control training.**Each class will continue to function as a 1 class bubble inside but there will be NO social distancing requirements for pupils inside the classroom or outside within Primary/ Secondary. Nursery and RM2 are the only exception- they will work together inside as a bubble following the numbers allowed together as per the care commission requirements. PLAYTIMES still continue to be 15 minutes only. Nursery can join the primary pupils at break times outside within the whole school playground. In order to ensure classes are staffed according a 1 class/ 1 day bubble. DUE TO STAFF SHORTAGES AND IF DEEMED NECESSARY AND SAFE TO DO SO, PUPILS MAY BE COMBINED WITH ANOTHER CLASS OR A STAFF MEMBER MAY BE IN 2 ROOMS WEARING PPE. For essential practical subject work guidelines, schools should access the following link for specific guidance.<https://education.gov.scot/improvement/covid-19-education-recovery/covid-19-return-to-educational-establishments/>Suggested control measures should complement the default position of physical distancing of all adults where possible.All pupils at Fairview school have severe, complex and enduring support needs who are supported by PKC adult employees. Employees are required to support pupils with intimate care needs e.g. toileting, feeding, administering medication, administering first aid, assist pupils who are unable to regulate their behaviour etc. where close contact is unavoidable. **STAFF MUST** physically distance as per Government guidance at all times from each other (unless for the reasons mentioned). This risk assessment is bespoke to Fairview and takes into consideration the individual needs of pupils. Some pupils have individual risk assessments but most pupils support needs in relation to COVID are encompassed in this risk assessment. Medical grade PPE is used in school and this includes the following (and will be recorded throughout the risk assessment as Medical Grade PPE only)* Fluid repellent surgical mask standard EN 14683:2019 or any equivalent standard
* Disposable gloves standard EN455 Parts 1,2,3&4 Class 1 ( Health and Social Care setting) and also EN374-5 Virus or any other equivalent
* Eye Protection standard EN166:2002 or any equivalent standard
* Apron or other suitable covering
* Face shield if aerosol will be generated e.g. spitting, standard EN166:2002 or any equivalent standard

Best Practice Guides for putting on and removing PPE are in all classroom COVID packs and all classes have also a second copy given out in November Inset. Putting on – Apron Mask Gloves, Removal of - Gloves Apron Mask.All staff and Secondary aged learners are encouraged to participate in the asymptomatic testing programme. Almost ALL Staff who deliver personal care with pupils have been double vaccinated and been offered boosters and flu vaccinations. Split placements will continue to run if the SG Guidance continues to support this – additional measures include :* Increased hygiene and cleaning of any shared equipment, where applicable
* Shared equipment is thoroughly cleaned at home each night, where applicable
* School staff to wear gloves and apron when touching any shared equipment, where applicable
* Request for children to have a change in clothing between settings
* Use of appropriate PPE when working in close proximity, during any personal care requirements or at all times
* Regular review of any presenting risks, taking into consideration localised positive cases and on-going public health advice
* Continue to follow all other expectations placed at a whole school level
* Where appropriate pupils asymptomatic testing will take their test prior to a change in setting
* If there is an outbreak within the child’s cohort arrangement in either of the settings that the child attends, blended placements must be suspended, this is in liaison with Public Health and is reviewed on an individual basis

This information will be shared with Parent’s and other school  |
| **Approved by**(Name/Position)  | Trudie Carstairs | DHT | **Date Approved & Signature**  | T Carstairs04/02/2022 |  | **Review Date**  | As guidance changes |

| **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  | **People in the highest risk group (previously those on the shielding list)**Headteachers are aware of the guidance on employees who are clinically vulnerable and review their risk assessment to ensure that the appropriate mitigations are put in place.**The medical team have their own risk assessment for AGP procedures.** Risk assessments are in place for all employees who are deemed ‘Highest Risk ‘ <https://www.mygov.scot/covid-highest-risk>Pregnant employees should seek advice from their line manager/Occupational Health/HR and follow the appropriate risk assessment put in place. Employees must inform their line manager of any changes to their circumstances that will mean they are no longer able to carry out tasks. i.e. showing any signs/symptoms of COVID 19, instructed to self- isolate or as instructed by a medical professional.Employees are encouraged to participate in asymptomatic testing and to report their results. **Fairview school – face coverings**All employees and pupils over 12 who can, will wear a face covering when in communal areas, which includes the classrooms. ELC and Early Years classes that follow a play based curriculum do not need to wear a mask unless they CANNOT DISTANCE 2m from other adults in the room. 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). Some pupils may have a risk assessment where it states a face-covering will not be worn by the adult(s) due to distress caused by these.  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 MEDICAL GRADE PPE grade. These MUST be used IN ALL CLASSES 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. Full MEDICAL GRADE PPE worn to support the times e.g. Eating and Drinking and Personal Care.Employees must wash/sanitise hands before putting on PPE (Personal Protective Equipment).Hands must be washed with soap and water after all PPE has been removed. **Primary/Secondary school physical distancing**There is no requirement for physical distancing between pupils (although this will continue to be encouraged where possible) however distancing between adults must be maintained unless from the same household where-ever possible. (This will be monitored by school employees)There should be 2m distancing between adults and children whenever possible. All classes will follow COVID procedures which include the Isolation procedures. Hand sanitiser is available for employees/ pupils within the school for use when not near a sink with soap and water, such as in any of the outdoor play areas. Entering and leaving the building from a main entrance. Where no sink is available for pupils in the nursery, specialist antibacterial handwipes may be used. 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 MEDICAL GRADE 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 across the school, allocated to specific classes and specialists bins for waste are removed regularly by Initial.All staff are responsible for effective cleaning to ensure safety of all services users and staff teams. This means pupils cannot be unsupervised using the facilities as these are wiped down after every use. Welfare facilities have been identified for each class grouping and out of bounds areas are closed off to reduce the risk of infection. Pupils must clean their hands for at least the 20 seconds required 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. A separate risk assessment is in place for the Life Skills Room and Nursery kitchen areas. The following guidance may apply for other classrooms at times:-**Kitchens/food preparation areas**Surfaces will be cleaned prior to use by the staff identified to support snack and lunch.Employees will practice good hygiene practice when using these facilities e.g. wiping down surfaces with antibacterial wipes/ cleaning materials that have been issued.Employees will be responsible for ensuring children’s crockery/cutlery is cleaned after every use.All crockery/ cutlery is stored away when not in use. Dishwashers are used wherever availableDrying of cutlery/ crockery is by drip dry or paper towels/ Blue paper only in classrooms. Cutlery/crockery is put away immediately once dry **(Tea towels should not be used.)**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)**Welfare Facilities for staff**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**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 in the 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.**VENTILATION**Ventilation is one of the key mitigations in minimising risk and, as we move towards colder weather, pupils will be asked to dress appropriately. Perth & Kinross are also undertaking assessment of ventilation throughout schools, including using CO2 monitors.ALL CLASSES HAVE A CO2 MONITOR. 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. Refer to the following document - Housing Environment Property Division Document:[**Heating & Ventilation in a COVID-19 environment.**](https://pkc.sharepoint.com/sites/EDMS_PKCIntranet-ECS/Shared%20Documents/Forms/Open%20Content.aspx?id=%2Fsites%2FEDMS%5FPKCIntranet%2DECS%2FShared%20Documents%2FECS%20Published%2FPublished%20Articles%2FAdmin%20Manual%2FCovid%2D19%2FEnvironment%2FHeating%20and%20Ventilation%20in%20a%20COVID%2D19%20Environment%2Epdf&parent=%2Fsites%2FEDMS%5FPKCIntranet%2DECS%2FShared%20Documents%2FECS%20Published%2FPublished%20Articles%2FAdmin%20Manual%2FCovid%2D19%2FEnvironment)**CLASSES SHOULD NOW ENSURE TOP or BOTTOM WINDOWS (AND BACK DOOR ARE OPEN TO PROVIDE EXTRA VENTILATION IN LINE WITH THE NEW GUIDANCE AROUND MITIGATIONS WHEN PUPILS ARE NOT SOCIALLY DISTANCING. If the CO2 Monitor is amber/red more ventilation is required so more windows/ door must be opened to ventilate. If on red report to SMT.**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. Regular communications state about appropriate dress due to ventilation.All staff are responsible for H&S and should report any issues ASAP to a member of SMT. **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. | 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 are given regular reminders of this in the Newsletters. All new employees must complete PKC Infection control training as soon as they can access it on LIGO.**Face coverings**The use of face coverings is a public health requirement, these should be provided by the individual. However, schools will keep a small supply as a contingency, in the event an individual misplaces or damages their own face covering.All control measures must be adequately supervised and monitored on a regular basis and HTs shall put in place a system to ensure that this is done.**Vaccination**Information on vaccinations should be shared with all staffIn summary: • All adults aged 18+ are now eligible for a booster vaccine, in addition to their first two doses. • All 16 and 17 year-olds are eligible for two doses of the Pfizer vaccine. They should also be offered a normal booster dose of the Pfizer vaccine no sooner than 3 months after completion of their primary course; • All 12-15 year olds are eligible for two doses of the Pfizer vaccine. This offer comes in addition to the 12 to 15-year-olds with underlying health conditions who were already eligible for a second dose; • Children and young people aged 12 to 15 who are in a clinical risk group or who are a household contact of someone who is immunosuppressed should also be offered a normal booster dose of the Pfizer vaccine no sooner than 3 months after completion of their primary course; • Children and young people aged 12 to 15 years who are severely immunosuppressed and who have had a third primary dose should also be offered a normal booster dose of the Pfizer vaccine no sooner than 3 months after completion of their primary course. Appointments are not available for this group at the time of writing. More details will be available soon about when these children will be offered a vaccine – these will be published on NHS Inform. • Children aged 5-11 years in a clinical risk group, or who are household contacts of someone who is immunosuppressed, should be offered two 10 micrograms doses of Pfizer with an interval of 8 weeks. • Children and young people aged 12 to 17 who have a positive PCR test result must wait a minimum of 12 weeks post the date of the positive test before receiving any vaccine dose, unless a clinician recommends otherwise.Schools must contact the Property Services helpdesk, and the ECS Recovery email account, if they have any concerns regarding ventilation.  | **5 x 3 = 15** | HTEmployeeSMT | As and when requiredAs and when requiredAs and when required/ updates given |
| **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 contact with persons who are symptomatic. | Employees & pupils contracting/ transmitting Coronavirus (COVID-19) through contact with others. | **Asymptomatic testing programme**Schools are promoting twice weekly at home LFD testing for employees and secondary pupils.See guidance Coronavirus (COVID-19): Guidance on reducing the risks from COVID-19 in schools – version 7.2 for additional details.**Self-isolation for people with symptoms or testing positive**Any adult or child who develops symptoms of COVID-19 (high temperature, new continuous cough or a loss or change to sense of smell or taste) must self-isolate immediately in line with [NHS Guidance](https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19). Any adult or child who tests positive using PCR tests must isolate for 10 days and in line with [NHS Guidance.](https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19) For reporting positive cases and identified contacts refer to the guidance.Employees have been made aware of the NHS Inform [Test and protect guidance](https://www.nhsinform.scot/campaigns/test-and-protect)Test and protect guidance is available and support is available for any employees required to self-isolate if contacted by NHS.All employees have been made aware of the importance of following public health guidance on when to isolate.All parents have been 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, they will not be permitted to attend school and their parent must remove them.If an employee or pupil becomes symptomatic while in school, a nominated person must ensure that the [HPS guidance](https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf) is followed. FAIRVIEW HAS AN ISOLATION PROCEDURE. Fairview has the classroom for this which is suitable ventilated and PPE is available. The pupil will isolate here until they are picked up by a family member, or by ambulance. The rest of the class will transfer to another room and will nor r-enter until cleaning procedures have been followed. **To SUPPORT THIS ALL WORKTOPS/ SURFACES IN ALL CLASSES SHOULD BE AS CLEAR AS POSSIBLE AT ALL TIMES.**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.Headteachers to reinforce with employees the information contained in the guidance on COVID-19 Test and Protect process : <https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect/>**Lateral Flow Devices/asymptomatic testing programme**At home twice-weekly testing using lateral flow devices is available for:* employees in primary
* employees and pupils in secondary schools ,
* special schools

(there is currently no requirement for primary school pupils to be tested). A separate risk assessment for lateral flow testing has been developed and must be referred to. Link is [here](https://glowscotland-my.sharepoint.com/%3Aw%3A/g/personal/gw14carstairstrudie_glow_sch_uk/EQ5N-yfmyXVMoX7wFSyN-VABNCNJhtEsPray-1B2pCcc_Q?e=GLXSfb).Participants are encouraged to record their results [NHS inform website](https://www.nhsinform.scot/campaigns/coronavirus-covid-19-report-your-test-result)HTs must ensure that information is shared with employees participating in the testing programme and the risk assessment is shared with all employees.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.HTs must ensure that information is shared with employees participating in the testing programme and the risk assessment is shared with all employees.Risk Score 5 x 3 =15 S x L =RS | **Changes to the self-isolation and contact tracing process must be communicated to all staff****In summary****Positive Cases** (regardless of vaccination status) • must isolate for 10 days. However, if the person tests negative on day 6 and day 7 LFD tests (taken at least 24 hours apart, with the first test no earlier than day 6) they may leave isolation if they have no fever after their day 7 test.* **Fully Vaccinated Adult Contacts** (NB: definition of “fully vaccinated adult” is now 3 doses i.e. 2 doses plus booster) **AND all contacts who are aged under 18 years and 4 months**
* • take 7 daily LFD tests and report results instead of isolating – no requirement for a PCR test to be released from self-isolation.
* • children aged under 5 are encouraged, but not required, to take LFD tests
* **Unvaccinated/Partially Vaccinated Adult Contacts** (NB: this includes adults with only 0-2 doses)
* • must take a PCR test and isolate for 10 days.

  | **5 x 3 =15** |  |  |
| 3 | Coronavirus (COVID 19) being contracted / transmitted due to exposure to virus by close proximity contact with parents, visitors and contractors.  | Employees/Pupils /Service Users/ Contracting/transmitting Coronavirus (COVID19) to each other resulting in possible fatality  | **School visitors**In recognition of the positive impact on the wellbeing of children and young people, supply staff and other professional visitors can continue to visit schools e.g. visiting teachers, psychologists, nurses, social workers etc. Such visitors should look to reduce the number of schools visited and to limit their contact time with children and young people. They should also take regular lateral flow tests when asymptomatic. Consideration should be given to the provision of this support by virtual means as appropriate. THIS NOW ALSO INCLUDES THOSE PROVIDING THERAPEUTIC SUPPORT - CLOWN DOCTORSDue to the vulnerability of pupils in school we ask that all essential school visitors take an LFD prior to their visit. We also request that when working directly with a pupil PPE is worn and changed in between pupils. Parents/carers may attend school premises where this is agreed with the school and is considered necessary to support children and young people. Where it is considered beneficial, parents/carers may also attend school premises for individual parental visits related to the wellbeing, progress and behaviour of children. All such visits should be risk assessed and agreed in advance by schools as being a necessary and proportionate measure.**Family Learning groups and support**Family Learning work falls into the essential visitor's category as long as parents follow the school mitigations such as LFT testing, use of face coverings etc. Parents and other visitors to the school must be by appointment only, and schools should consider alternative methods of communication, such as telephone or video calls.If parents have to attend school, an area at reception must be identified to negate the need for them to enter the main school building.If parents have to attend school, an area at reception must be identified to negate the need for them to enter the main school building.Parents/carers may accompany children onto school premises where this is agreed with the school and strictly necessary to support children and young people, for example where there are concerns about individual children making a successful transition from ELC to P1. Such visits will be risk assessed and agreed.Scottish Government guidance in the Educational Continuity Direction is that access to all educational establishments should be restricted. Other exceptions would be in the event of an emergency (fire/ambulance) or essential maintenance. 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. Due to pupils being unable to socially distance it is likely that contractors will not be able to access communal areas/ including classrooms during the school day.Drop off and pick up arrangements have been communicated to parents, transport and staff.Entry into the school and leaving school is limited to number of parking spaces for Nursery, Primary and Secondary pupils. Staff are radioed to collect pupils to support distancing and both main entrance and back entrance are used, using a one way plan in school. Handles and other door furniture are cleaned before and after use. Pupil/ staff hands are sprayed with hand sanitiser, before accessing sinks to wash their hands. To avoid close contact with employees and pupil’s parents/guardians/carers/ transport then the recommended physical distancing – distancing of 2m will be enforced by staff where possible. STAFF **MUST NOT** LINGER AND TALK TO TRANSPORT STAFF/ PARENTS Parents/ Transport reminded regularly 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.** 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 MUST be wiped down before handing over or wiped in class and nitrile gloves worn for handover. Cleaning stations available to support this. Parents attending school will follow the same procedures. Staff collecting and dropping off pupils will monitor compliance with control measures and feedback to SMT of any issues arising and SMT will feedback to relevant parties ( transport/ parents).  | It is imperative that all such visitors to schools should be agreed in advance and arrangements appropriately risk-assessed. Class teachers oversee own class visits and all those visiting complete a track and trace form.Parent Councils and Parent Teacher Associations should not meet on school premises, and virtual arrangements should be used if at all possible.[Reducing Risks in schools guidance](https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reducing-the-risks-in-schools/pages/related-information/) allows for community learning and development providers’, community-based interventions and community learning and development programmes. If ELC settings wish to engage with staff or programmes, then focus within any such activity should be on supporting the wellbeing of children and young people. Such activities should be risk assessed in advance and attendees should comply with all safety requirements that are operational within the school.Adults are not permitted in school settings, unless it has been identified as essential to focus on any activity where it supports the child’s health and wellbeing. If you have a high number of positive cases in your school you may wish to reconsider and use an external venue, Church Hall for example. Parents/carers must maintain physical distancing from both adults and children who are not part of their household, recognising that this will be difficult for some children | **5 x 3 = 15** | SMT | Ongoing |
| **Risk Score: 5 x 3 = 15****S X L = RS** |
| 4 | 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. | **Taxis and Private Hire Vehicles**Physical distancing in private hire vehicles is not required however it is important to remain cautious and exercise personal responsibility. Young people aged 12 years and older must continue to wear face covering if able to do so. Children and young people should travel on the back seat only. Employees should be reminded of the need to maintain physical distancing when using car parks. When walking to and from car park employees are encouraged to maintain the 2m distancing protocols at must distance at least 1m.Employees should be advised that they should avoid public transport if possible.Bike storage is available in school.SMT/ PT’s cover transport in the monitor and continue to monitor this daily and monitor compliance during this time. **Risk Score: 5 x 3 = 15** **S X L = RS** |   | 5 x 3 = 15 |  |  |
| 5 | 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. | Staff and pupils are encouraged to walk to the left in all corridor areas.There is no current requirement for pupils to physically distance while moving through the school, however, particularly in secondary school, circulation around the school should be considered, to minimise contact and if using another space be planned where possible. Movement in school is limited to movement to another room/ toilets only.**Primary Schools – face coverings**Employees in primary schools must wear a face covering when in communal areas, and when they have no option but to work in close proximity to pupils. SEE SECTION 1 for current information about ELC classrooms.**Secondary Schools – face coverings**Employees and any secondary school pupils who are able to should wear a face covering when in classrooms, in communal areas of school, unless they have a medical exemption/ unable to do so. Masks should be worn in classrooms (which are a communal area to your class - team and pupils) at all times unless e.g. in team meeting times staff are at least 2m distanced and having a drink/ snack. Once moving around again mask should be worn and area wiped down. This is similar for the class teacher/ lead when they are at their desk when no one else is in the room.**Risk Score: 5 x 3 = 15****S X L = RS** |  | 5 x 3 = 15 |  |  |
| 6 | Coronavirus (COVID 19) being contracted / transmitted due to exposure to virus by close proximity contact within the classroom | Employees /Pupils/Service Users/ Contracting/transmitting Coronavirus (COVID19) to each other resulting in possible fatality  | Each class will continue to function as a 1 class bubble inside but there will be NO social distancing requirements for pupils inside the classroom or outside within Primary/ Secondary. Nursery and RM2 are the only exception- they will work together inside as a bubble following the numbers allowed together as per the care commission requirements. PLAYTIMES still continue to be 15 minutes only. Nursery can join the primary pupils at break times outside within the whole school playground. In order to ensure classes are staffed according a 1 class/ 1 day bubble. DUE TO STAFF SHORTAGES AND IF DEEMED NECESSARY AND SAFE TO DO SO, PUPILS MAY BE COMBINED WITH ANOTHER CLASS OR A STAFF MEMBER MAY BE IN 2 ROOMS WEARING PPE. 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. Classes have access to sinks, with soap and water and/or to hand sanitisers, to allow teachers and pupils to clean their hands after activities, and when entering and leaving the classroom.Physical Education can be delivered inside, if non-contact but will be delivered outside as much as possible.Secondary Classrooms will be laid out to observe the 2m distancing where possible. This will also support the 2m physical distancing between staff. The 2m distancing of staff must be followed as much as possible in all classrooms. At points a 2:1 is necessary and full MEDICAL GRADE 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. Secondary/ Transition classes will encourage young people to maintain distance where possible, particularly indoors –encouraging young people not to crowd together or touch their peers is recommended;• Discourage social physical contact (hand to hand greeting/hugs);• Use all the available space in classrooms, halls, libraries or social spaces to promotedistancing where possible;• Adjust class space if required, and where possible, to maintain spacing between desks orbetween individual young people;• Seat young people side by side and facing forwards, rather than face to face;• Avoid situations that require young people to sit or stand in direct physical contact with others;• Where young people need to move about within the classroom to perform activities (forexample to access a shared resource) this should be organised to minimise congregationaround the point of access to the shared resource;The importance of physical distancing in limiting not only the spread of the virus, but also the impact of potential isolation, has been reiterated.Pupils will be reminded/ supported to understand the importance of keeping within their allocated group.Pupils cannot physically distance from staff and staff will support wearing a face covering or if close contact activities/ face to face – Medical grade PPE will be worn across the school. Outdoor lessons allow for more free space so pupils can go outside, remaining physically distanced from employees. THERE ARE NO BUBBLES IN THE OUTSIDE AREA OR SOCIAL DISTANCING REQUIREMENT FOR PUPILS AND HAND HYGIENE IS A KEY MITIGATION. STAFF MUST SOCIALLY DISTANCE OUTSIDE – 2m WHERE POSSIBLEUse of the hydrotherapy pool will resume to all pupils who require this as part of their weekly curriculum. Staff members with a risk assessment due to being classed as high risk or without the 3 vaccines will not be able to support unless in full PPE which means they are unable to be in the pool at this time.In February, CALM Practice sessions and training will resume. Staff will wear PPE for this and work in small bubbles within a larger group where space allows this to happen to allow 2m distancing between small group. **Ventilation**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 and schools will have considered additional controls. Refer to the following document - Housing Environment Property Division Document: **[Heating & Ventilation in a COVID-19 environment.](https://pkc.sharepoint.com/sites/EDMS_PKCIntranet-ECS/Shared%20Documents/Forms/Open%20Content.aspx?id=%2Fsites%2FEDMS%5FPKCIntranet%2DECS%2FShared%20Documents%2FECS%20Published%2FPublished%20Articles%2FAdmin%20Manual%2FCovid%2D19%2FEnvironment%2FHeating%20and%20Ventilation%20in%20a%20COVID%2D19%20Environment%2Epdf&parent=%2Fsites%2FEDMS%5FPKCIntranet%2DECS%2FShared%20Documents%2FECS%20Published%2FPublished%20Articles%2FAdmin%20Manual%2FCovid%2D19%2FEnvironment)** Monitoring of compliance of the control measures is in place. |  | **5 x 3 = 15** | SMTCOVID team |  |
| **Risk Score: 5 x 3 = 15****S X L = RS** |
| 7 | 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. | Employee breaks are staggered and all employees will provide their own crockery and cutlery. Face coverings must be worn by employees in all communal areas which also includes when using the welfare facilities Schools have considered social areas and toilets. Classes are aware of what toilet is allocated to them. Numbers in toilets are restricted. A staff member MUST ALWAYS ATTEND with the pupil as CLEANING PROCEDURES WILL BE FOLLOWED BY STAFF AFTER EVERY USE.Some toilet cubicles have been closed to support physical distancing.Staff rooms have been marked out to ensure physical distancing, with a maximum number of occupants displayed. **STAFF HAVE BEEN ADVISED NOT TO MOVE CHAIRS.**Monitoring of compliance of the control measures is in place.**Risk Score: 5 x 3 = 15****S X L = RS** |  | 5 x 3 = 15 |  |  |
| 8 | 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.Nursery, RM2, RM3, RM4, RM6 and RM8 will have outdoor playtime between 10.30 and 10.45, 12.45 and 13.00and RM1, RM5, RM7, RM9, RM10 and RM11 will have outdoor playtime between 10.50 and 11.05 and 13.05 and 13.20. There are no restrictions to outdoor use out with these times for classes. All pupils/ staff hands MUST be cleaned when going outside and when coming back inside . PUPILS DO NOT NEED TO DISTANCE OUTSIDE BUT STAFF MUST.Any resources/ equipment used externally must be cleaned after use between groups. Staff/ pupils ( with support) will be responsible for wiping down play equipment after use.Staff should encourage use of equipment with one class group at a time. Staff must consider hygiene and equipment must be fully cleaned before and after use between pupils from different classes.Appropriate clothing should be worn for outdoor activities.If any children need to get changed because clothes get dirty/wet this will be done so in the allocated personal care/ toilet. With the area being fully wiped down after use and the items bagged to be returned home for drying/ washing.Monitoring of compliance of the control measures is in place**Risk Score: 5 x 3 = 15****S X L = RS** |  |  |  |  |
| 9 | 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 will ensure that all cash handling is eliminated by accepting electronic payments. This has been communicated to Parents.After using Multi-function devices (MFDs), printers and other equipment, employees should ensure that they wash or sanitise their hands. Anti-bacterial surface wipes provided and employees must clean before and after use of MFDs, printers and other equipment. IT will advise on suitable antibacterial wipes.School offices have been laid out to ensure that 2 metre distance is maintained between employees, with alternative accommodation considered if necessary.Pupils and other employees should only enter the school office with the permission of those working there to ensure that physical distancing is maintained.Signage is in place reminding employees of the need to wipe down equipment and physically distance whilst in office. Any hot desking areas must be wiped down after use! Unless own office space these MUST NOT BE USED DURING BREAKS WHEN EATING AND DRINKING. Monitoring of compliance of the control measures is in place**Risk Score: 5 x 3 = 15****S X L = RS** |  | 5 x 3 = 15 |  |  |
| 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.Confirmation received from Environmental and Waste colleagues that 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.Schools have identified areas where required a foot operated, lidded bin, to meet the above requirements only.Monitoring of compliance of the control measures is in place.PPE is stored in communal area. Hands MUST be Sanitised prior to taking any materials required. **Risk Score: 5 x 3 = 15****S X L = RS** |  | 5 x 3 = 15 |  |  |
| 11 | Coronavirus (COVID 19) being contracted / transmitted due to contaminated equipment and furniture. | Employees/Pupils /Service Users/ Contracting/transmitting Coronavirus (COVID19) to each other resulting in possible fatality  | Enhanced hand hygiene should be adhered to by all employees, children and families to reduce the risk of fomite transmission e.g. on objects or materials which may carry infection. There is no longer a requirement to quarantine these for 72 hours upon return to the setting. **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.All resources that cannot be washed/ wiped down in between use or are specific to an individual pupil MUST be removed, unless working in an early years setting. 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 – Hand sanitiser used prior to and after use. If pushing a pupil on these medical grade PPE gloves to be worn. Reminders regularly to be given about hand sanitiser being used. Staff all have access to own bottle.IT equipment eg. Laptops 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. Water and playdough should be replaced daily or on a sessional basis for all Early Years classes and any other class that uses these as part of their curriculum. Online diaries are currently used.Classrooms 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 should be cleaned before and after a period of use by employees and pupils with the wipes provided.Movement between work stations and classrooms should be minimised.Employees should not share telephones, desks, IT equipment and other resources if possible. Where these may have to be used, cleaning materials are available and staff must ensure they wipe down after use.Monitoring of compliance of the control measures is in placeIf using a different space/ classroom, classes MUST ensure classes the room has been cleaned down after use . |  | **5 x 3 = 15**  |  |  |
| **Risk Score: 5 x 3 = 15****S X L = RS** |
| 12 | 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** |
| 13 | Coronavirus (COVID 19) being contracted / transmitted due to contaminated clothing | Employees/pupils /Service Users/ Contracting/transmitting Coronavirus (COVID19) to each other resulting in possible fatality  | Employees have been advised of the importance of personal hygiene and have been requested to ensure that their clothing is laundered or rotated over 72 hours, to reduce the risk of cross contamination.**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 MEDICAL GRADE 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.NO MATERIAL SCHOOL BIBS TO BE USED OR HOME BIBS WASHED IN SCHOOL.Pupils are asked to wear freshly laundered clothes each day and there is a relaxation of school uniform to ensure as many pupils as possible attend in freshly laundered clothes. Parents have been and are continue to be advised of the preference for this.For individual families where employees are aware of particular challenges that this may present, employees should ensure that where possible the additional control measures, such as physical distancing, hand washing and cleaning, are in place. |  | 5 x 3 =15 |  |  |
| **Risk Score: 5 x 3 =15****S X L = RS** |
| 14 | 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.Employees undertaking personal care will use a face mask Type IIR, over and above the usual gloves and apron, as they will be unable to maintain physical distancing from the pupil.PPE MUST BE USED CORRECTLY TO BE EFFECTIVE!Nappies will be bagged and disposed of as per local procedures in nappy bin. Ensure hand hygiene is carried out.Usual procedures for dealing with sickness should be followed, using a spill kit if provided. Infection control procedures will be followed.Once dealt with, the area will be spot cleaned, and items disposed of in accordance with infection control guidelines.First aiders will act in accordance with their training, using the PPE provided. First aiders will wear full PPE when administering first aid. There are no high-risk category staff first aiders.Staff undertaking personal care will be provided with appropriate medical grade PPE, as they will be unable to maintain physical distancing from the child. STAFF CONTINUE TO BE REMINDED OF CORRECT USE OF PPE.Dispose of MEDICAL GRADE PPE/cleaning material/cloths as previous i.e. bagged Ensure hand hygiene is carried out.Monitoring compliance with the control measures is daily with a weekly H&S update**TOOTHBRUSHING**All pupils have their own toothbrush, toothbrush box and toothpaste. If a pupil requires support staff will wear full PPE to do this. IF supporting more than 1 pupil gloves are changed in between different pupils. If no splash, mask and apron do not need to be changed. **Dry brushing only** at present with the adult rinsing the brush at the sink at present. The toothbrush holder and toothpaste stored in an individual cup or laid flat but do need to be kept separately.**Oral health programmes in education settings** The national Childsmile oral health improvement programme and the National Dental Inspection Programme, which were paused as a result of the pandemic, have resumed from autumn 2021. The health protection aspects of the programmes have been reviewed by Public Health Scotland. These programmes help ensure the health and wellbeing needs of children and young people in educational settings. The National Dental Inspection Programme identifies those with dental disease and follows up with a letter to signpost into services. The Childsmile programme delivers toothbrushing and also a targeted fluoride varnish intervention for those most at risk of dental decay. Fairview have been working with the team and toothbrushing is back in place and will support this programme.**Risk Score: 5 x 3 =15****S X L = RS** |  | 5 x 3 =15 |  |  |
| 15 | Coronavirus (COVID-19) being contracted/ transmitted to a pupil or an employee 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. | We have identified employees 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) . Employees in this category have an individual risk assessment – updated as and when required due to Tier and Government Guidance.Pupils who are in the other vulnerable categories can attend school if assessed to be able to do so by medical practitioner. If the school risk assessment and own protocols/ existing risk assessment are not sufficient then an individual risk assessment may be carried out based on advice given.Underlying health conditions, BAME, pregnant workers template available from the Health, Safety & Wellbeing team [page](https://pkc.sharepoint.com/%3Aw%3A/r/sites/healthsafety/_layouts/15/Doc.aspx?sourcedoc=%7BD8455CB0-8FB5-4519-BFC4-AE825957990E%7D&file=3328637262Underlying-Health-Conditions-Pregnant--Workers--BAME.docx&action=default&mobileredirect=true).The Scottish Government have provided a [risk scoring matrix](https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-individual-risk-assessment-for-the-workplace/) to assist schools identifying actions to take, based on the individual’s “COVID age”. There is guidance available from the EIS for employees who are BAME [EIS guidance for BAME](https://www.eis.org.uk/Health-And-Safety-Advice/BAMEGuidance) and this can be referred to for further information.There is also [guidance](https://www.gov.scot/publications/coronavirus-covid-19-tailored-advice-for-those-who-live-with-specific-medical-conditions/) available from the Scottish Government | Arrangements must be made to review the job role risk assessment with the individual employee, 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 distanceN.B. There is some wider evidence that children, young people and adults from a Minority Ethnic background who are infected with COVID-19 seem to be at higher risk of severe disease. Consequently, the concerns within Minority Ethnic communities must be recognised and individual requests for additional protections should be supported wherever possible. Responding to requests for additional protections may include offering access to support from occupational health services (OHS) and the provision of individual risk assessments. Care should be taken to ensure that Minority Ethnic children, young people, families and employees are involved in decisions about additional protections - automatic referrals to OHS should not be made. Head teachers should ensure that managers in school have sensitive, supportive conversations with all Minority Ethnic employees, which also consider their health, safety and psychological wellbeing and personal views and concerns about risk. Wellbeing support services should be promoted to all Minority Ethnic employees. All Minority Ethnic employees from South Asian backgrounds with underlying health conditions and disabilities, who are over 55, or who are pregnant, should be individually risk assessed, and appropriate reasonable adjustments should be made following risk assessment. 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.Exemplars have been developed for use for individual employees and for pupils who are in the high-risk category, focusing on the requirement to maintain strict physical distancingFor pupils with ASN that may find it difficult to physically distance, advise should be sought from Inclusion Team to determine whether the pupil can be accommodated in school, or whether alternatives should be explored. | 5 x 3 = 15 |  |  |
| **Risk Score: 5 x 3 =15****S X L = RS** |
| 17 | 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.  | 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.Within classroom teams, pupils individual needs are continually reviewed to ensure needs are being met.Pupils attending school are supported by staff who know the individual. If there is a staff shortage another member of staff from a different team may support but will be supported by the class team who know the individual. We will inform parents if this is the case. Most pupils are unable to physically distance and staff are provided with full MEDICAL GRADE PPE for working in close contact with individuals. Some individuals may not manage with staff wearing MEDICAL GRADE 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 MEDICAL GRADE PPE to support. Important information is shared with the staff to allow them to best support the pupils attending. |  | 5 x 3 =15 |  |  |
| **Risk Score: 5 x 3 = 15** **S X L = RS** |
| 18 | Administration of medication | Employees & Pupils contracting/transmitting Coronavirus(COVID19) to each other. | Staff are aware of pupils who receive/ require medication.The nursing team have medication protocols in place for pupils who require medication in school. Nursing staff wear full PPE.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 3 =15 |  |  |
| **Risk Score: 5 x 3 =15****S X L = RS**  |
| 19 | Fire | Employees/Pupils and contractorsAdditional risk from fire due to the change in school operations. | 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 pointJanitorial staff test the fire alarm on a weekly basis to ensure to that they are working properly. 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 3 = 15 |  |  |
| **Risk Score: 5 x 3 = 15****S X L = RS**  |
| 20 | School trips | Employees, pupils and contractors.Additional risk from fire due to the change in school operations. |  | Pre-visit testing for staff and pupils is strongly recommended. In line with the wider updates to school safety guidance made 5 January 2022, any groupings should be maintained for the duration of the trip.Bookings for January 2022 onwards, including those involving overnight stays with no caps on numbers within each dorm/tent can be maintained at the current time, but authorities, schools and venues should ensure that mitigations are in line with the updated in-school guidance. Those organising school trips should ensure that adequate insurance is in place, including financial protection for possible cancellation. The Scottish Government guidance on school will be updated in line with this Safety in Schools guidance and will continue to be kept under review. | 5 x 3 = 15 |  |  |
| **Risk Score: 5 x 3 = 15** **S X L = RS** |
| 21 | Student placements | Employees, pupils and contractors. | If necessary, updated guidance on the management of student teacher professional placements will be provided by the Scottish Council of Deans, GTCS, SPMG and ADES, in advance of placements commencing in the new session.  |  | 5 x 3 = 15 |  |  |
| **Risk Score: 5 x 3 = 15****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** |

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