

**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’s Services | **Risk Assessor**  (Name/Position) | Lorna Hamilton, Project Officer | **Date of Assessment** | 21 August ‘20 |
| **Set the scene –**  (Description of Activity) | Risk Assessment for Pupils’ and Staff Full Return – August 2020  From 11 August 2020, pupils will return to school on a full- time basis. Pupils will not be required to maintain physical distancing within the classroom, but staff will continue to be required to maintain the distance advised by the Scottish Government, and Health Protection Scotland Senior phase pupils should distance where it is possible, where there is ample capacity to do so and where it would not affect a full time return.  The risk assessment has been developed using current knowledge and following Government, NHS and Health Protection Scotland advice. The [Scottish Government guidance](https://www.gov.scot/binaries/content/documents/govscot/publications/advice-and-guidance/2020/07/coronavirus-covid-19-guidance-preparing-start-new-school-term-august-2020/documents/coronavirus-covid-19-guidance-preparing-start-new-school-term-august-2020/coronavirus-covid-19-guidance-preparing-start-new-school-term-august-2020/govscot%3Adocument/coronavirus-covid-19-guidance-preparing-start-new-school-term-august-2020.pdf?forceDownload=true) will inform this risk assessment. As advice is updated, the Risk Assessment will be reviewed to ensure schools are following the most up to date guidance.  This document must be read in conjunction with any School Health & Safety A**ssessments documents, PE Risk Assessments, our School Staff & Pupils Health & Safety Guidance document and** [**Health Protection Scotland Guidance**](https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf)**.**  **All employees must comply with all PKC infection control procedures/training and information. As outlined within our Relationships Policy, all within our School community must follow Health & Saftey Guidance.**  *‘Covid-19*  *All members of our School community will follow the Health & Safety guidance in place to protect the wellbeing of all of our pupils, staff, parents and essential visitors. There is a zero tolerance on non-compliance with new Health & Safety guidance for staff and pupils.’*  *(Extract from Aberuthven PS Relationships Policy, August 2020)*  **There are two routes by which COVID-19 can be spread:**  **Directly;** from close contact with an infected person (within 2 metres) where respiratory secretions can enter the eyes, mouth, nose or airways. This risk increases the longer someone has close contact with an infected person who has symptoms.  **Indirectly;** by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching own mouth, nose or eyes. The virus can survive on environmental surfaces for up to 72 hours. | | | | |
| **Approved by**  (Name/Position) | Nicola Tyrrell  Headteacher | **Date Approved & Signature** | Nicola's signature 24.8.20 | **Review Date** | Ongoing |

| **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 to others in general. | Employees/Pupils/ Members of the public  Contracting/ transmitting  Coronavirus (COVID-19) to each other. | Alcohol-based hand rub (ABHR) (minimum of 60% alcohol content) is available for staff and pupils for use when not near a sink with soap and water, such as in any of the outdoor play areas and entrances to school.  Antibacterial surface wipes (single use), disposable gloves-powder free (single use) & disposable plastic aprons (single use) are all available within the school.  Employees have been instructed to wash/sanitise hands before putting on PPE and after removing it.  All staff are responsible for effective cleaning to ensure safety of all pupils and staff teams.  Facilities Management are providing an additional day clean in all schools, in addition to the daily cleaning, which is carried out to meet the standards identified in the [HPS guidance](https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf).  All employees will practice good hygiene, wiping down surfaces with antibacterial wipes/cleaning materials that have been issued.  Employees will maintain the recommended physical distance during breaks (2 metres).  **Respiratory and Cough Hygiene (Employees)** – ‘Catch it, bin it, kill it’.  Disposable single use tissues should be used to cover the nose and mouth when sneezing, coughing or wiping and blowing the nose. Used tissues should be placed in the bins provided.  Hands should be cleaned with soap and water if possible, otherwise using ABHR after coughing sneezing, using tissues or after contact with respiratory secretions and potentially contaminated objects.  Use disposable paper towels to dry hand, where possible, and place in waste.  Employees have been instructed to clean/sanitise hands as regularly as possible and ensure it is done before eating, drinking/vaping/smoking and to avoid touching their face,  coughing or wiping and blowing the nose. Used tissue should be disposed of in the bins provided.  Employees will be vigilant regarding pupils’ hygiene and will ensure effective hand washing is carried out, where possible.  Employees will reinforce the practice of good hand and respiratory hygiene with their class, in an age appropriate way.  Tissues and used PPE can be placed in general waste and only if there is suspected contact with a positive case of COVID-19 should the waste be double bagged and stored for 72 hours  . | All employees to complete PKC Infection control training – this can be accessed via LIGO. There is a section on good handwashing practice.  PowerPoint on infection control is available from Headteachers, for those unable to access LIGO  Schools to identify location of welfare facilities, such as toilets and staff rooms that can be used and ensure all staff and pupils are aware of which facilities are accessible and which are out of bounds to reduce the risk of infection. Schools must take into account the numbers and limit usage of rooms when required.  Schools can access signage centrally to support this.  Schools must nominate members of staff who will be responsible for ensuring hygiene “stations”, which can be placed around the school, are kept adequately stocked throughout the school day.  Employees will inform/educate the pupils on the importance of good hygiene measures- PKC have issued an information leaflet on ‘talking to children about coronavirus’. These are displayed within the centre and employees must familiarise themselves with them.  For staff or pupils who cannot use alcohol-based products, alternative arrangements must be made to ensure they have access to an alternative  Schools must consider each classroom and how it can be set up to ensure that while physical distancing is not required for pupils, staff can still maintain the distance of 2 metres.  Some suggestions might be:   * Encourage young people to maintain distance where possible, particularly indoors – this does not have to be strict distancing of 2m if this is unachievable but encouraging young people not to crowd together or touch their peers is recommended. * Discourage social physical contact (hand to hand greeting/hugs) * Use all the available space in classrooms, halls, libraries or social spaces to promote distancing where possible. * Adjust class space if required, and where possible, to maintain spacing between desks or between 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 (for example to access a shared resource) this should be organised to minimise congregation around the point of access to the shared resource. * Where staffing within the school allows it, consider altering class sizes and composition to intensify support for young people and create more space. For example, where there are 3 maths sets in a year group (one set with 30 pupils, another with 20 pupils and another with 10 pupils) class size and composition may be altered to improve the spread of pupils and create 3 sets of 20 pupils.   .  At present, the guidance does not advocate the use of face coverings in school, except in particular circumstances, identified in the risk assessment. Any guidance that changes this will be communicated to schools.  If staff or pupils choose to wear their own face coverings when in school, then this will be supported  Put in place a system, with nominated staff, to monitor compliance with the control measures | **Risk Score: 5 x 3 = 15**  **S X L = RS** | All Staff  HT  All Staff  HT  All Staff  HT  All Staff Assigned ‘stations’  All Staff  N/A  Teaching Staff  HT  PSAs  N/A  School Community  HT | July 2020  11.8.20  All Staff aware  10.8.20  Ongoing  11.08.20  11.08.20  Ongoing Daily  N/A  10.8.20  N/A  7.8.20  10.8.20 |
| **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. | Test and protect guidance is available and support is available for any member of staff required to self-isolate if contacted by NHS. | Staff must be made aware of the NHS Inform [Test and protect guidance](https://www.nhsinform.scot/campaigns/test-and-protect)  All parents to be informed of the guidance on NHS Inform and advised not to send their child to school if they are symptomatic or share a household with someone who is symptomatic. If pupils present in this manner, they will not be permitted to attend school and their parent must remove them.  If a member of staff or pupil becomes symptomatic  while in school, a nominated member of staff 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. Schools must designate an area, suitably ventilated, and with the appropriate PPE available within, to isolate the individual until they are picked up by a family member, or by ambulance. 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.  If you have two or more confirmed cases of COVID-19 within 14 days, or an increase in background rate of absence due to suspected or confirmed cases of COVID-19, you may have an outbreak. In this situation schools should make prompt contact with their local HPT and the Head of Education.  If you have increased rates of respiratory illness, you should also be alert to the possibility that this could be due to COVID-19 and contact your local HPT for further advice.  Put in place a system, with nominated staff, to monitor compliance with the control measures | 5 x 2 = 10 | HT  All Staff  HT  All Staff  HT as nominated contact  HT  HT  HT | Updates Ongoing  12.8.20  Updates Ongoing  10.8.20  12.8.20  12.8.20  10.8.20 |
| **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 contact with parents, visitors and contractors. | Employees  Pupils  Contracting/ transmitting  Coronavirus (COVID-19) through contact with others. | Scottish Government guidance in the [Educational Continuity Direction](C://Users/lfhamilton/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/VJCB826S/Educational%20Continuity%20(No.%202)%20Direction.pdf) is that access to all educational establishments should be restricted.  Only authorised employees and pupils will enter the building. The only exception would be in the event of an emergency (fire/ambulance) or essential maintenance. | 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.  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. Essential Visitor Health & Safety Guidance to be shared in advance of their visit. | 5 x 2 = 10 | HT  All Staff  All Staff  HT  Admin Staff | 10.8.20  10.8.20  10.8.20 |
| **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. | Schools reviewing their travel plans with parent councils and road safety team.  School transport will carry reduced numbers of pupils. Current guidance is that school transport does not require the use of face coverings, but this is being kept under constant review. | Consideration to be given to parking available at school for staff members  Staff should be reminded of the need to maintain physical distancing when using staff car parks.  Staff should be advised that they should avoid public transport if possible.  Schools may wish to consider the use of areas for bike storage, if encouraging this as a form of travel to and from school.  Consideration should be given to exclusion zones around schools to reduce congestion. Road Safety staff can advise further.  Staff and pupils’ arrival and departure points should be reviewed to minimise contact between groups.  Put in place a system, with nominated staff, to monitor compliance with the control measures | 5 x 2 = 10 | All Staff  All Staff  All Staff  All Staff  All Staff  All Staff  HT | 10.8.20  10.8.20  10.8.20  10.8.20  10.8.20  10.8.20  10.8.20 |
| **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 contact while moving around the school. | Employees & pupils contracting/ transmitting  Coronavirus (COVID-19) through contact with contaminated materials and surfaces, and with others. | Schools have been given floor plans to allow for determination of traffic direction and flow. | Support will be given to schools in installing directional signage.  Consideration should be given to relaxing the school bell system to minimise the movement between classes. 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.  Put in place a system, with nominated staff, to monitor compliance with the control measures | 5 x 2 = 10 | HT  Contactors  HT  HT | 10.07.20  11.8.20  10.8.20  10.8.20 |
| **Risk Score: 5 x 3 = 15**  **S X L = RS** |
| 6 | Coronavirus (COVID-19) being contracted/ transmitted due to exposure to virus by close proximity contact within the classroom. | Employees & pupils contracting/ transmitting  Coronavirus (COVID-19) through contact with contaminated materials and surfaces, and with others. | Primary school staff will remain with the same groups.  Schools have used their building plans to map out potential layouts and staff have had input into this.  Classes will take place in rooms that have enough space to ensure that staff can maintain the recommended 2 metre physical distancing from pupils, although pupils are allowed to work in groups  Outdoor lessons allow for more free space so pupils can go outside, remaining physically distanced from the staff | Individual subject risk assessments should be completed for practical subjects. Eg. PE  Furniture may be moved to provide physical barriers. To ensure space, some furniture and resources should be removed to storage.  Classes must be adequately ventilated, with management arrangements in place, pending Property work being completed  Classes should have access to sinks, with soap and water and/or to hand sanitisers, to allow staff and pupils to clean their hands after activities, and when entering and leaving the classroom.  Put in place a system, with nominated staff, to monitor compliance with the control measures | 5 x 2 = 10 | HT  All Staff  All Staff  All Staff  HT  HT | 20.8.20  10.8.20  10.8.20  10.8.20  10.8.20 |
| **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. | Staff breaks will be staggered where possible, and all staff will provide their own crockery and cutlery. Food must be labelled if stored in the staff room.  Staff have the option of having break in their base, provided physical distancing is maintained.  . | Schools must consider social areas and toilets, and how these can be allocated to specific groups. This must be communicated to staff and pupils.  Consideration must be given to marking areas out of bounds, such as some toilet cubicles, if physical distancing would be hard to achieve for staff  Staff rooms should be marked out to ensure physical distancing, with a maximum number of occupants displayed on the door.  Put in place a system, with nominated staff, to monitor compliance with the control measures | 5 x 2 = 10 | HT  HT  HT | 10.8.20  10.8.20  10.8.20 |
| **Risk Score: 5 x 3 = 15**  **S X L = RS** |
| 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. | Learning activities should be identified to allow for physical distancing between pupils and staff. Pupils currently do not have to distance from each other but do need to keep apart from staff.  Any resources used externally must be cleaned between use by groups of pupils. | 5 x 2 = 10 | All Staff  PSAs | 10.8.20  14.8.20 |
| **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 operate cashless offices.  Schools to communicate with parents electronically or by phone and encourage parents to do the same. | After using Multi-function devices (MFDs), printers and other equipment, staff should ensure that they wash or sanitise their hands.  Schools should ensure that all cash handling is eliminated.  School offices should be laid out to ensure that 2 metre distance is maintained between staff, with alternative accommodation considered if necessary.  Pupils and other members of staff should only enter the school office with the permission of those working there to ensure that physical distancing is maintained.  Put in place a system, with nominated staff, to monitor compliance with the control measures | 5 x 2 = 10 | HT  HT  HT  School Community  HT | 10.8.20  10.8.20  10.8.20  14.8.20  10.8.20 |
| **Risk Score: 5 x 3 = 15**  **S X L = RS** |
| 10 | Coronavirus (COVID-19) being contracted/ transmitted due to exposure to contaminated waste. | Employees & pupils contracting/ transmitting  Coronavirus (COVID-19) through contact with contaminated waste, such as discarded PPE, tissues and personal care materials. | Schools have contracted services in place for the disposal of nappies and medical waste. | Confirmation has been 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.  Put in place a system, with nominated staff, to monitor compliance with the control measures | 5 x 2 = 10 | HT  HT  HT | 10.8.20  10.8.20  10.8.20 |
| **Risk Score: 5 x 3 = 15**  **S X L = RS** |
| 11 | Coronavirus (COVID-19) being contracted/ transmitted due to exposure to contaminated equipment and furniture. | Employees & pupils contracting/ transmitting  Coronavirus (COVID-19) to each other through contact with surfaces. | All equipment will be sanitised prior to, and after, each use using antibacterial wipes/spray/cleaning equipment that has been provided.  After employees have cleaned equipment, they will follow good hand hygiene practices. | Staff will consider the reduction in resources used in the classroom setting, to restrict the numbers using equipment.  Staff will consider learning activities that reduce the sharing of resources.  removing all resources that cannot be easily washed.  Consideration should be given to solutions such as:   * pupils having their own packs of stationery and craft materials set up, so there is no sharing * doing as much electronically as possible, such as pupils or parents emailing completed work that can be run off on a school printer * sending in photographs/screenshots through Seesaw   Laptops, iPads and computers will be cleaned by the user before and after use.  Books from school libraries will be quarantined for 72 hours on return to school.  Classrooms should be 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 staff and pupils with the wipes provided.  Movement between work stations and classrooms should be minimised  Staff should not share telephones, desks, IT equipment and other resources if possible.  Put in place a system, with nominated staff, to monitor compliance with the control measures | 5 x 2 =10 | All Staff  All Staff  Teaching Staff  PSAs  All Staff  Teaching Staff  PSAs  Teaching Staff  PSAs  Teaching Staff  PSAs  Teaching Staff  PSAs  HT | 10.8.20  10.8.20  Ongoing  10.8.20  Ongoing  10.8.20  10.8.20  10.8.20  14.8.20  Ongoing  10.8.20  Ongoing  10.8.20 |
| **Risk Score: 5 x 3 = 15**  **S X L = RS** |
|  |  |  |  |  |  |  |  |
| 12 | Coronavirus (COVID-19) being contracted/ transmitted to a pupil or member of staff who is vulnerable. This would include pregnant, Black, Asian and Minority Ethnic (BAME) and clinically vulnerable persons. | Employees & pupils contracting/ transmitting  Coronavirus (COVID-19) to each other. | Schools will have identified staff who are classified in the vulnerable category, in terms of the [NHS Inform guidance](https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/coronavirus-covid-19-general-advice) | Staff and pupils who are in the other vulnerable categories can attend school if an individual risk assessment is carried out.  The Scottish Government have provided a [risk scoring matrix](https://www.gov.scot/binaries/content/documents/govscot/publications/advice-and-guidance/2020/07/coronavirus-covid-19-guidance-on-individual-risk-assessment-for-the-workplace/documents/occupational-risk-assessment-tool-and-guidance/occupational-risk-assessment-tool-and-guidance/govscot%3Adocument/COVID-19_Occupational_Risk_Assessment_Guidance_Interactive_27.07.20.pdf) to assist schools identifying actions to take, based on the individual’s “COVID age”  Arrangements must be made to review the job role risk assessment with the individual staff member, or in the case of a pupil, carry out a supplementary risk assessment with the pupil and/or their parent carer. This will consider the job role in terms of the ability to physically distance  There is 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 staff 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 staff, 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 staff.  All Minority Ethnic staff 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 staff members and for pupils who are in the high-risk category, focusing on the requirement to maintain strict physical distancing  For 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 2 =10 | N/A  HT  N/A  N/A  N/A  HT | N/A  July 2020  Ongoing  N/A  N/A  N/A  10.8.20 |
| **Risk Score: 5 x 3 = 15**  **S X L = RS** |
| 13 | Coronavirus (COVID-19) being contracted/ transmitted due to exposure to virus by close proximity due to using contaminated care equipment. | Employees & pupils contracting/ transmitting  Coronavirus (COVID-19) to each other. | Staff will ensure that the service is inclusive and meets the needs of all users.  If a pupil has additional support needs (ASN), where single use is not possible, staff should use dedicated care equipment provided for the child (wheel chairs/walking aids/hoists). | If it is not possible to dedicate pieces of equipment to the individual, such as moving/handling aids, the equipment must be decontaminated immediately after use and before use on any other individual. | 5 x 2 =10 | School Community | 10.8.20 |
| **Risk Score: x =**  **S X L = RS** |
| 14 | Coronavirus (COVID-19) being contracted/ transmitted due to contaminated clothing. | Employees & pupils contracting/ transmitting  Coronavirus (COVID-19) to each other. |  | Staff should be advised of the importance of personal hygiene and should be requested to ensure that their clothing is laundered or rotated over 72 hours, to reduce the risk of cross contamination.  Consideration should be given to the relaxation of school uniform rules to ensure as many pupils as possible attend in freshly laundered clothes. Parents should be advised of the preference for this.  For individual families where staff are aware of particular challenges that this may present, staff should ensure that the additional control measures, such as physical distancing, hand washing and cleaning, are in place.  If pupils require clothing changed for any reason, such as accident/spillage/illness then employees **must not** shake the clothing – not shaking minimises the possibility of dispersing virus through the air. Clothing should be bagged to return to the pupil’s parent. After handling dirty clothing, ensure hand hygiene is carried out. | 5 x 2 =10 | HT  HT  HT  All Staff  All Staff | 10.8.20  10.8.20  14.8.20  Ongoing  14.8.20  Ongoing |
| **Risk Score: 5 x 3 = 15**  **S X L = RS** |
| 15 | Coronavirus (COVID-19) being contracted/ transmitted due to contact with bodily fluids. | Employees & pupils contracting/ transmitting  Coronavirus (COVID-19) to each other. | If toileting is required, existing procedures must be followed, such as wearing gloves/aprons and sanitising hands.  Nappies will be bagged and disposed of as per local procedures in nappy bin. Ensure hand hygiene is carried out.  Usual procedures for dealing with sickness should be followed, using a spill kit if provided. Infection control procedures will be followed.  First aiders will act in accordance with their training, using the PPE provided. | Staff undertaking personal care should use a face mask, over and above the usual gloves and apron, as they will be unable to maintain physical distancing from the pupil.  Once dealt with, the area should be spot cleaned, and items disposed of in accordance with infection control guidelines.  First aiders should wear full PPE; gloves, goggles, apron when administering first aid.  Staff who are in the high-risk categories MUST NOT carry out first aid duties, as they are unable to maintain physical distance while carrying out this task  Put in place a system, with nominated staff, to monitor compliance with the control measures | 5 x 2 =10 | All Staff  All Staff  Tayside Contracts Staff  First Aiders  N/A  HT | 10.8.20  10.8.20  14.8.20  Ongoing  N/A  10.8.20 |
| **Risk Score: 5 x 3 = 15**  **S X L = RS** |
|  |  |  |  |  |  |  |  |
| 16 | Pupils with ASN who may provide challenges to physical distancing and hand and respiratory hygiene. | Employees & pupils contracting/ transmitting  Coronavirus (COVID-19) to each other. | All pupils with additional support needs who may not be able to physically distance from staff members have been identified and individual risk assessments are in place. These will be shared with staff who will work with them. information is held in the centre. | If it has been identified separately and if the nature of the ASN presents a risk of spitting or close contact, then staff will be offered PPE, in the form of gloves, goggles and face masks, when working closely with them.  It should be considered what additional support should be put in place to assist staff and pupils in following directional and advisory signs and amended school rules., including physical distancing and keeping in pupil groups. Staff and pupils must be clear about action to be taken in the event the pupil does not follow instruction and strategies to address this must be included in the individual pupil’s risk assessment, and shared with staff. | 5 x 2 =10 | PSAs  School Community | 13.8.20  10.8.20 |
| **Risk Score: 5 x 3 = 15**  **S X L = RS** |
| 17 | Administration of Medication. | Employees & pupils contracting/ transmitting  Coronavirus (COVID-19) to each other. | Medication is clearly labelled with pupil’s name and dosage.  Medication paperwork is in place for all those who require it. | Consideration must be given to how medication is stored within school and administered to the individual pupil.  If physical distancing cannot be achieved when administering medication, consideration must be given to alternatives, such as support for self-administration, parental input or, if it cannot be avoided, the use of PPE in the form of gloves, goggles apron and fluid repellent surgical face mask.  [HPS Guidance](https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf) advises on how to manage tasks where physical distancing cannot be achieved | 5 X 2 = 10 | HT  First Aiders  Admin Staff  First Aiders  Admin Staff  HT | 14.8.20  10.8.20  10.8.20 |
| **Risk Score: 5 x 3 = 15**  **S X L = RS** |
| 18 | Fire. | Employees, pupils and contractors.  Additional risk from fire due to the change in school operations. | Fire evacuation is in place.  Fire drills carried out regularly.  Janitorial staff test the fire alarm on a weekly basis to ensure they are working properly. Tayside Contracts/Mitie will have included fire system testing as part of their own risk assessment. | Fire evacuation plan must be reviewed to take account of changes to operations. This will include exit routes, newly implemented one-way systems, exit doors, fire marshals and location and spacing of muster points.  Once reviewed, procedures must be shared with all staff and pupils and a fire drill must be held within two weeks of the school term commencing.  Steps must be taken to ensure that fire marshals maintain two metres distance from the pupils while evacuating and while mustering. | 5 x 2 = 10 | HT  All Staff  School Community  HT  Janitor | 10.8.20  21.8.20  10.8.20 |
| **Risk Score: 5 x 3 = 15**  **S X L = RS** |

**Risk Matrix**

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

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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 |

I have read and understand the above information in the risk assessment.

Please sign and date.

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| **Date** | **Name** | **Signature** | **Position** |
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