

**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 Manager | **Date of Assessment** | v.1 5.1.21 |
| **Set the scene –**  (Description of Activity) | In line with updated guidance from the Scottish Government, schools should reopen in line with the advice that attendance in schools should be restricted to:   * ​​​​​​​vulnerable children and children of essential workers only. * ​​​​​​​all staff who, in the judgement of the local authority and schools, are required to attend in person to give effect to these revised school reopening arrangements   ​​​​​​​Separate risk assessments will be completed for staff who will be delivering support with in school learning, and also for staff who require to access the school building to plan for, deliver, or resource remote learning, from 11 January 2021.  In order to facilitate the opening of schools on 7 and 8 January 2021, it has been suggested that schools draw on lessons learned from the operation of childcare hubs earlier in the pandemic. For this reason, the template below, developed originally for Children’s Activity Centres, can be adapted and shared with your staff who will be in school on the 7 and 8 January 2021.  There is no expectation that the offer to parents and pupils will require formal learning, as these days should be used for childcare purposes only.   * Schools will support pupils in small groups, keeping siblings together if possible, in order to reduce the risk of Coronavirus infection, and to reduce any potential impact from having to isolate as the result of a confirmed case. * Children in school at this time will cover a range of ages. * If possible, schools should consider ratios of 1 adult to 8 children for early years, in one room, but this is a baseline and will be a flexible ratio, to meet individual children’s needs and the needs of the school. For older children, groups should be allocated in order to achieve physical distancing. * The risk assessment has been developed using current knowledge and following Government, NHS and Health Protection Scotland advice   Suggested control measures should complement the default position of physical distancing, and activities for these two days must be selected to facilitate this where possible.  Many of the control measures are already in place in schools.  This risk assessment will be superseded by the fuller risk assessments for formal in-school learning.  **The types of activities that will be provided can include: craft, console games, outdoor physical play.**  This document must be read in conjunction with any **task specific risk assessments/ CoSHH assessments , individual pupil risk assessments,** [**Health Protection Scotland Guidance**](https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf) **and any other existing school procedures.**  **Headteachers should share this risk assessment with all relevant staff, and consider any suggestions or further control measures that may be highlighted.**  **All employees must comply with all PKC infection control procedures/training and information**  Key:  Actions Complete  Not Applicable at this time  Actions to be completed | | | | |
| **Approved by**  (Name/Position) | Nicola Tyrrell  Headteacher | **Date Approved & Signature** | Nicola's signature | **Review Date** | Ongoing |
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| **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 /Children /  Contracting/transmitting  Coronavirus (COVID19) to each other resulting in possible fatality | All staff have been made aware of the importance of following public health guidance on when to isolate.  .  Alcohol-based hand rub (is available for staff within the school for use when not near a sink with soap and water, such as in any of the outdoor play areas.  Antibacterial surface wipes(single use), single use disposable gloves- powder free, disposable plastic aprons(single use) are all available within the centre.  Employees have been instructed to wash/sanitise hands before putting on PPE and after removing it.  There are adequate handwashing facilities within the premises and other suitable welfare facilities e.g. toilets/changing facilities.  There is a nappy changing area and nappies are placed in a nappy bin and are removed regularly by Initial.  All staff are responsible for effective cleaning to ensure safety of all services users and staff teams.  A daily cleaning schedule should be in place to include Kitchens/food preparation areas which will be cleaned prior to use, after each use and in between each group who come to the area.  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.  Employees will maintain the recommended physical distance during breaks(2m)  **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/Children) – ‘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) Children should be encouraged to cover nose/mouth when sneezing/coughing.  Staff will be vigilant regarding children’s hygiene and will ensure effective hand washing is carried out.  **Children’s hand hygiene**  Employees will ensure children practice good hand hygiene by giving short talks on hand washing. | Reminder shared across school community 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 children/ families present in this manner they will not be permitted to enter  All employees have complete PKC Infection control training.  All employees should wear a face covering when in communal areas and during HUB supervision in our Assembly Hall.  HT shared location of Isolation Room with Staff & Pupils in event it is required. Ongoing reminders to all present in school to follow ‘Catch it, bin it, kill it’ procedures. Ongoing handwashing routines for pupils on a regular basis throughout the day with Staff reminders if/when necessary. | **5 x 3 = 15** | HT  All Staff  All Staff  HT | Jan 21  Aug 20  Nov 20  Ongoing |
| **Risk Score: 5 x 3 = 15**  **S X L = RS** |

| **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** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 2 | Coronavirus (COVID 19) being contracted / transmitted due to exposure to virus by close proximity due to unrestricted access to the building/activity areas | Employees /Service Users/  Contracting/transmitting  Coronavirus (COVID19) to each other resulting in possible fatality | Access to the building is restricted. Parents are not allowed into the building.  Handles and other door furniture are cleaned before and after use. Children’s hands are sprayed with Alcohol-based hand rub, before accessing their cloakroom and sinks to then wash their hands.  To avoid close contact with employees and children’s parents/guardians/carers then the recommended physical distancing(2m) will be enforced by staff.  Parents reminded that they cannot congregate outside the building, and arrival and departure times may be staggered to limit the number of people at the door  Only authorised employees/children will enter the building. The only exception would be in the event of an emergency(fire/ambulance), gas leak etc, scheduled work arranged by PKC/MITIE. | Drop off and pick up arrangements shared with Parents and Staff for the two days.  If staggered starts have been followed, it would be prudent to continue with this, if appropriate in terms of numbers and resources.  Scottish Government guidance on who is an essential visitor to a school must be followed. Aberuthven PS essential visitors guidance followed at all times. | **5 x 3 = 15** | HT  All Staff | 6.01.21  N/A  Nov 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 during activities | Employees /Service Users/  Contracting/transmitting  Coronavirus (COVID19) to each other resulting in possible fatality | **Contact during activities**  Children will be kept in their allocated groups, with siblings together wherever possible  The staff will remain in the room they have been allocated for their whole shift  Activities will take place in areas that have enough space to ensure employees/ children can maintain the recommended physical distance.  Children will be reminded of the importance of keeping within their allocated group.  Outdoor play allows for more free space so children can go outside remaining social distancing within their groups | Staff aware of type of PPE that will be required and when.  Discussion on importance of physical distancing in limiting not only the spread of the virus, but also the impact of potential isolation, must be reiterated to all staff. HT to monitor to ensure that staff are following this guidance, and review of activities must be undertaken if there is any difficulty in delivering the service and following the guidance.  Where it is not possible to maintain physical distancing because of the needs of the pupil, the number of pupils supported in a group should be reduced to 4 pupils at maximum. | **5 x 3 = 15** | HT  HT  All Staff | 07.01.21  07.01.21  07.01.21 |
| **Risk Score: 5 x 3 = 15**  **S X L = RS** |

| **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** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 4 | Coronavirus (COVID 19) being contracted / transmitted due to contaminated equipment. | Employees /Service Users/  Contracting/transmitting  Coronavirus (COVID19) to each other resulting in possible fatality | **Contaminated equipment**  All activity equipment will be sanitised prior to use – and after each use using antibacterial wipes/cleaning equipment that has been provided.  After employees have cleaned equipment, they will follow good hand hygiene practices.  Number of children using each piece of equipment will be restricted to reduce the risk of infection  Controllers for Xbox and Wii will be cleaned after each use before the next child has their turn, as with laptops and i-pads, which will also be wiped down.  Desks/chairs should be sanitised prior to use  (antibacterial wipes/cleaning products supplied)  PE equipment e.g. benches -wiped down  Children will be reminded of the importance of not putting equipment in their mouths (pens/paint brushes)  Pens will be wiped down after use | Headteachers must consider the suitability of activities and resources used on these days, to ensure ease of cleaning |  | HT  All Staff | 07.01.21 |
| **Risk Score: 5 x 3 = 15**  **S X L = RS** |
| 5 | Coronavirus (COVID 19) being contracted / transmitted due to exposure to virus by close proximity due to using contaminated care equipment | Employees /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 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)  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. | Staff aware of individual needs and catering to all needs of users. |  | All Staff | 07.01.21 |
| **Risk Score: 5 x 3 = 15**  **S X L = RS** |
| 6 | Coronavirus (COVID 19) being contracted / transmitted due to contaminated clothing/  nappies | Employees /Service Users/  Contracting/transmitting  Coronavirus (COVID19) to each other resulting in possible fatality | **Laundry**  If children 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, bag the laundry until such time as it can be laundered. After handling dirty laundry ensure hand hygiene is carried out.  **Nappies**  Current procedures for changing nappies will be adhered to i.e. wearing gloves /aprons, sanitising hands  Nappies will be bagged and disposed of as per local procedures. After handling dirty nappies- dispose of PPE as previous i.e. bagged  Ensure hand hygiene is carried out.  **Dealing with sickness**  Current procedures will be followed i.e. using a spill kit, wearing gloves/ aprons, sanitising hands . Dispose of PPE/cleaning material/cloths as previous i.e. bagged  Ensure hand hygiene is carried out. | Staff undertaking personal care will be provided with appropriate PPE, as they will be unable to maintain social distancing from the child.  Staff will ensure that area is cleaned, and items cleaned or disposed of as per guidance for ensuring infection control |  | All Staff  All Staff | 07.01.21  07.01.21 |
| **Risk Score: 5 x 3 = 15**  **S X L = RS** |

| **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** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 7 | Slips, Trips and Falls  Fractures/First Aid Injuries | Staff/Child/Parents & Carers & | Good housekeeping measures are in place and followed at all times, cables are stored away safely.  Children are aware that they have not to run inside the building  Adults ensure that rugs or any toys are not left lying on the floor to eliminate slips trips and falls.    Children are encouraged to tidy up behind then to reduce equipment and resources on the floor.  Coats and bags are are hung up in the various different cloakrooms that support the rooms that are in use within the school and these areas are kept clean and tidy  Fire exits are kept clear at all times  Any spillages are cleaned immediately, and wet floor signs put in area used to keep others safe.  The first aid kits are well stocked and easily available for use with one in every room. | Staff will ensure safety of pupils as far as possible at all times during hours of supervision. |  | All Staff | 07.01.21 |
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| 8 | Door/Gates to outside  Missing Child/Intruders | Staff/Child | Doors are secure and entry and exit can only be gained by buzzer system through the front of the school.  Children do not have access to the front door area  Staff are vigilant as to where the children are at all times both indoors and outdoors.  Any faults with the door/ gate are reported to the janitorial staff | Consideration has been given to any pupil presenting with a risk of leaving the building, to which part of the school they are accommodated in.  Arrangements have been made for registration of the pupils, and any arrangements for pick up and drop off on 7th and 8th January 21.  Pupils at risk of flight have an appropriate individual risk assessment. |  | All Staff  HT  All Staff  HT  All Staff | 07.01.21  07.01.21  07.01.21 |
|  |
| 9 | Electrical Equipment  Electrocution/Electrical Fire/Electric Shock | Staff/Child | All electrical equipment is PAT tested for safety  Staff to do a visual check of all electrical equipment before use to check for damaged wires etc  Staff set up electrical equipment and supervise the use of it | Should it be required, consider first aid support is adequately available to cover for emergencies |  | HT | 07.01.21 |
| **Risk Score: 3 x 2 = 6**  **S X L = RS** |
| 10 | Fall from Heights  Broken Bones/First Aid Injuries | Child | Children are encouraged not to climb on any equipment other than equipment specifically for climbing  When using outdoor play climbing equipment that children are closely supervised.  Staff will visually check the equipment prior to the children using it  The children are encouraged to only use equipment that they can manage and not to climb too high and only as high as they feel comfortable to do.  The first aid kits are available in each one of the rooms. This First Aid Kit is well stocked and easily available for use  Staff will use any safety equipment that has been provided, such as kickstools and stepladders | Headteachers should consider first aid requirements when allocating staff to groups, and ensure that there is adequate cover for emergencies. |  | HT | 07.01.21 |
| **Risk Score: 2 x 3 = 6**  **S X L = RS** |
| 11 | Sharp objects/knives/scissors/tools  Cuts and abrasions | Child | When using scissors children are closely supervised at all times  The first aid kit is well stocked and easily available for use | Headteachers should consider first aid requirements when allocating staff to groups, and ensure that there is adequate cover for emergencies. |  | HT | 07.01.21 |
| **Risk Score: 3 x 2 = 6**  **S X L = RS** |
| 12 | Hot appliances – Kettle, toaster, oven, Iron  Burns | Child | Hot drinks are only prepared in the staff room.  Hot appliances will be left to cool down in a safe place away from the children before being stored away where appropriate  Hot appliances are turned off when not in use, this includes any heaters that are put on.  First aid kits are in each room and are well stocked and easily accessible for use | Headteachers should consider first aid requirements when allocating staff to groups, and ensure that there is adequate cover for emergencies. |  | HT | 07.01.21 |
| **Risk Score: 3 x 2 = 6**  **S X L = RS** |
| 13 | Paints/Adhesives  Children eating it/Poisoning/Vomiting | Child | All paints/glues used in must be water based and non-toxic.  Staff check the hazard card supplied with the product and inform all staff of the content.  All children are encouraged to wear an apron to protect their clothing.  First Aid kit is in all rooms and well stocked and easily available for use. | Headteachers should consider first aid requirements when allocating staff to groups, and ensure that there is adequate cover for emergencies. |  | HT | 07.01.21 |
| **Risk Score: 2 x 2 = 4**  **S X L = RS** |
| 14 | Manual Handling  Back injury/sprains | Staff/Child | Staff should not be lifting heavy or unwieldly equipment. Proper lifting techniques in place  Staff will not allow children to lift heavy or unwieldly equipment | Staff know to speak to Janitorial staff or ask support from others to arrange movement of any heavy equipment  Staff should be extremely mindful of the need to physically distance while setting out activity areas, furniture or resources, and should ensure that any manual handling is within reasonable limits |  | HT  All Staff | 07.01.21 |
| **Risk Score: 3 x 3 = 9**  **S X L = RS** |
| 15 | Children with Additional Support Needs  Injuries | Staff/ Child | All children with additional support needs have been identified and information is held by the school  Individual risk assessments have been completed.  Important information is shared with the staff to allow them to best support the children attending | Continue to monitor specific children to ensure that their needs are being met.  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 provided with the appropriate PPE when working closely with the pupils.  Headteachers must consider the needs of the pupils when identifying the appropriate staff to support them in school on these two days.  Headteachers must consider the needs of the pupils when identifying the appropriate school setting for them to be supported in on these two days. |  | All Staff  All Staff  HT  HT | Ongoing  Aug 20  05.01.21  05.01.21 |
| **Risk Score: 1 x 2 = 2**  **S X L = RS** |
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| 16 | Allergies and medication  Anaphylaxis/Hives/Skin irritation  Over, or incorrect dosage. | Staff/Child | Staff are aware of children who receive/ require medication.  Medication paperwork is in place for all those who require it,  Medication is clearly labelled with child’s name and dosage  Medication is stored appropriately and is accessible. | Any medication protocols must be shared with staff on duty. These may not be the usual staff who deal with administration of medication.  Consideration must be given to the needs of pupils when allocating staff to groups, to ensure any medication that is not self-administered, is appropriately stored, accessed and administered. |  | All Staff  All Staff | 07.01.21  07.01.21  As and when required. |
| **Risk Score: 5 x 2 = 10**  **S X L = RS** |
| 17 | Fire/ Fire Alarm  Death/Burns/Smoke Inhalation/Stress | Staff/Child | Fire drills carried out regularly to ensure that all staff and children are familiar with the evacuation procedure and how to leave the building safely.  Staff/Supply Staff/Children all aware of where the fire exits are and location of the fire assembly point  Janitorial staff test the fire alarm on a weekly basis to ensure to that they are working properly. | Although fire drills are carried out regularly in schools, consideration must be given to reviewing the fire evacuation plan to accommodate numbers, and to ensure physical distancing during evacuation and muster. All to follow School Covid Fire Evacuation procedure. |  | All Staff | Aug 20  (reviewed 07.01.21) |
| **Risk Score: 3 x 3 = 9**  **S X L = RS** |
| 18 | Adverse Weather conditions  Recommendations are that children are outdoors as much as possible, weather permitting. Adverse weather may present a risk. | Staff/ Child | Parents have been advised to ensure that children are appropriately dressed for the weather including, wellies and coats when required  Staff will closely supervise the time children spend outside and provide an area for shelter when required  Children should bring a change of clothes if they are to be outdoors | If children are not dressing appropriately, staff will speak to parents/carers | 2 x 2 = 4 | HT |  |
| **Risk Score: 2 x 2 = 4**  **S X L = RS** |
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| **Risk Score: x =**  **S X L = RS** |
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**Risk Matrix**

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

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