




General Risk Assessment Form (Management of Health and Safety at Work Regulations 1999)

Version 1
March 2019

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)	<p>Pupils returned 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.</p> <p>The risk assessment has been developed using current knowledge and following Government, NHS and Health Protection Scotland advice. The Scottish Government guidance 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.</p> <p>This document must be read in conjunction with any School Health & Safety Assessments documents, PE Risk Assessments, our School Staff & Pupils Health & Safety Guidance document and Health Protection Scotland Guidance.</p> <p>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 & Safety Guidance.</p> <p><i>'Covid-19</i> <i>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.'</i> <i>(Extract from Aberuthven PS Relationships Policy, August 2020)</i></p> <p>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.</p>				

Key: Actions Complete ■ Not Applicable at this time ■ Actions to be completed ■					
Approved by (Name/Position)	Nicola Tyrrell Headteacher	Date Approved & Signature	 Reviewed on 18.4.22	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.	<p>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.</p> <p>Antibacterial surface wipes (single use), disposable gloves-powder free (single use) & disposable plastic aprons (single use) are all available within the school.</p> <p>Employees have been instructed to wash/sanitise hands before putting on PPE and after removing it.</p> <p>All staff are responsible for effective cleaning to ensure safety of all pupils and staff teams.</p>	<p>All employees to complete PKC Infection control training – this can be accessed via LIGO. There is a section on good handwashing practice.</p> <p>PowerPoint on infection control is available from Headteachers, for those unable to access LIGO</p> <p>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.</p> <p>Schools must nominate members of staff who will be responsible for ensuring hygiene “stations”, which can be placed around the school, are kept</p>	Risk Score: 5 x 3 = 15 S X L = RS	<p>All Staff HT</p> <p>All Staff HT</p> <p>All Staff</p> <p>HT</p>	<p>July 2020</p> <p>11.8.20</p> <p>All Staff aware 10.8.20</p> <p>Ongoing</p> <p>11.08.20</p>

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			<p>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 (1-2 metres where possible).</p> <p>Respiratory and Cough Hygiene (Employees) – ‘Catch it, bin it, kill it’.</p> <p>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.</p> <p>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.</p>	<p>adequately stocked throughout the school day.</p> <p>Staff should maintain 1 metre social distance from any staff member or pupil at all times (2m where possible).</p> <p>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.</p> <p>For staff or pupils who cannot use alcohol-based products, alternative arrangements must be made to ensure they have access to an alternative</p> <p>Schools must consider each classroom and how it can be set up to ensure that while physical distancing is not required for</p>		<p>All Staff Assigned ‘stations’</p> <p>All Staff</p> <p>All Staff</p> <p>N/A</p> <p>Teaching Staff HT PSAs</p>	<p>11.08.20</p> <p>Ongoing</p> <p>Ongoing Daily</p> <p>N/A</p> <p>10.8.20</p>

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			<p>Use disposable paper towels to dry hand, where possible, and place in waste.</p> <p>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.</p> <p>Employees will be vigilant regarding pupils' hygiene and will ensure effective hand washing is carried out, where possible.</p> <p>Employees will reinforce the practice of good hand and respiratory hygiene with their class, in an age appropriate way.</p> <p>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</p>	<p>pupils, staff can still maintain the distance of 1 metre. Some suggestions might be:</p> <ul style="list-style-type: none"> • Encourage young people to maintain distance where possible, particularly indoors – this does not have to be strict distancing of 91-2m where possible) 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. 			

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			Risk Score: 5 x 3 = 15 S X L = RS	<p>It is mandatory for Staff to wear face masks. If pupils choose to wear their own face coverings when in school, then this will be supported</p> <p>Put in place a system, with nominated staff, to monitor compliance with the control measures</p> <p>Parents/ Carers to wear face masks at pick up/drop off time or for the duration of their visit in School, unless exempt.</p> <p>Posters to be fitted to school gates as a reminder that all Parents/ Carers should wear mask at pick up/drop off time, unless exempt.</p>		<p>School Community</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>NT</p>	<p>7.8.20</p> <p>10.8.20</p> <p>From 3.11.20 & Nov 2021</p> <p>5.11.20</p> <p>Started on 17.2.21</p>
2	Coronavirus (COVID-19) being contracted/	Employees & pupils	Isolation guidance is available via NHS inform.	All parents to be informed of the guidance on NHS Inform and	5 x 2 = 10	HT All Staff	Updates Ongoing

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	transmitted due to exposure to virus by close proximity contact with persons who are symptomatic.	contracting/transmitting Coronavirus (COVID-19) through contact with others.		<p>advised not to send their child to school if they are symptomatic.</p> <p>If a member of staff or pupil becomes unwell while in school, a nominated member of staff must ensure that the normal school <u>HPS guidance</u> is followed.</p> <p>Put in place a system, with nominated staff, to monitor compliance with the control measures</p> <p>All Adults must wear face coverings in all corridors and communal areas at all time unless exempt</p> <p>All visitors must wear face masks when visiting school premises.</p> <p>Parents must wear face masks during pick up and drop off times.</p>		<p>HT</p> <p>All Staff HT as nominated contact</p> <p>School Community</p> <p>Visitors</p> <p>School Community</p>	<p>12.8.20 Updates Ongoing</p> <p>10.8.20</p> <p>10.08.20</p> <p>18.04.22</p> <p>10.08.20</p>

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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.	<p>Scottish Government guidance in the <u>Educational Continuity Direction</u> is that access to all educational establishments should be restricted.</p> <p>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.</p>	<p>Any visitor on site must be briefed before entry on the systems in place at the school in terms of infection control, and any internal routes. Visitor Health & Safety Guidance to be shared in advance of their visit or must be read and followed prior to entering the building.</p> <p>Visitors must wear face masks when visiting school premises.</p> <p>Parents must wear face masks during pick up and drop off times.</p>	5 x 2 = 10	<p>HT School Community</p> <p>School Community</p>	<p>18.04.22</p> <p>10.8.20</p>
			Risk Score: 5 x 3 = 15 S X L = RS				
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4	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.	Classrooms will continue to follow Heating and Ventilation Protocol.	Classes must be adequately ventilated, with management arrangements in place, pending Property work being completed	5 x 2 = 10	All Staff	20.8.20 Ongoing
			Classrooms will continue to follow hand washing protocol.	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.		All Staff	10.8.20 Ongoing
			Risk Score: 5 x 3 = 15 S X L = RS	Put in place a system, with nominated staff, to monitor compliance with the control measures		All Staff	10.8.20 Ongoing
			Risk Score: 5 x 3 = 15 S X L = RS				

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5	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.	5 x 2 = 10	All Staff	10.8.20
				Any resources used externally must be cleaned between use by groups of pupils.		PSAs	14.8.20
				Staff have the opportunity to take part in Lateral Flow Testing twice per week		All Staff	17.2.21
			Risk Score: 5 x 3 = 15 S X L = RS				
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6	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	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.	5 x 2 = 10	HT	10.8.20
				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.		HT	10.8.20

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		discarded PPE, tissues and personal care materials.	Risk Score: 5 x 3 = 15 S X L = RS	Put in place a system, with nominated staff, to monitor compliance with the control measures		HT	10.8.20
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: <ul style="list-style-type: none"> 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 	5 x 2 =10	All Staff All Staff Teaching Staff PSAs	10.8.20 10.8.20 Ongoing 10.8.20 Ongoing
			Risk Score: 5 x 3 = 15 S X L = RS				
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			<p>Risk Score: 5 x 3 = 15 S X L = RS</p>	<ul style="list-style-type: none"> • sending in photographs/screenshots through Seesaw <p>Laptops, iPads and computers will be cleaned by the user before and after use.</p> <p>Books from school libraries will be quarantined for 72 hours on return to school.</p> <p>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.</p> <p>Desks and chairs should be cleaned before and after a period of use by staff and pupils with the wipes provided.</p> <p>Movement between work stations and classrooms should be minimised</p>		<p>All Staff</p> <p>Teaching Staff PSAs</p> <p>Teaching Staff PSAs</p> <p>Teaching Staff PSAs</p>	<p>10.8.20</p> <p>10.8.20</p> <p>10.8.20</p> <p>14.8.20 Ongoing</p> <p>10.8.20 Ongoing</p>

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				<p>Staff should not share telephones, desks, IT equipment and other resources if possible.</p> <p>Put in place a system, with nominated staff, to monitor compliance with the control measures</p>		<p>PSAs</p> <p>HT</p>	10.8.20
15	Coronavirus (COVID-19) being contracted/ transmitted due to contact with bodily fluids.	Employees & pupils contracting/ transmitting Coronavirus (COVID-19) to each other.	<p>If toileting is required, existing procedures must be followed, such as wearing gloves/aprons and sanitising hands.</p> <p>Nappies will be bagged and disposed of as per local procedures in nappy bin. Ensure hand hygiene is carried out.</p> <p>Usual procedures for dealing with sickness should be followed, using a spill kit if provided. Infection control procedures will be followed.</p> <p>First aiders will act in accordance with their training, using the PPE provided.</p>	<p>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.</p> <p>Once dealt with, the area should be spot cleaned, and items disposed of in accordance with infection control guidelines.</p> <p>First aiders should wear full PPE; gloves, goggles, apron when administering first aid.</p> <p>Staff who are in the high-risk categories MUST NOT carry out first aid duties, as they are unable to maintain physical</p>	5 x 2 =10	<p>All Staff</p> <p>All Staff Tayside Contracts Staff</p> <p>First Aiders</p> <p>N/A</p>	<p>10.8.20</p> <p>10.8.20</p> <p>14.8.20 Ongoing</p> <p>N/A</p>
			<p>Risk Score: 5 x 3 = 15 S X L = RS</p>				

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				distance while carrying out this task Put in place a system, with nominated staff, to monitor compliance with the control measures		HT	10.8.20
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. Risk Score: 5 x 3 = 15 S X L = RS	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	5 x 2 =10	PSAs School Community	13.8.20 10.8.20

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		change in school operations.	Contracts/Mitie will have included fire system testing as part of their own risk assessment.	location and spacing of muster points.		School Community	21.8.20
			Risk Score: 5 x 3 = 15 S X L = RS	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.		HT Janitor	10.8.20
				Steps must be taken to ensure that fire marshals maintain two metres distance from the pupils while evacuating and while mustering.			

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

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

