

**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) |  | Kwanele Matiwaza/Louise Robertson, Health and Safety Adviser  Lorna Hamilton, Project Manager  Rhona Munro, Project Officer | **Date of Assessment** | 28/04/2022 |
| **Set the scene –**  (Description of Activity) | Risk Assessment – May 2022.  From April 2022, there has been a continued move towards the relaxation of mitigations, and schools moved to a model which linked to the wider community and workplace Covid-19 guidance.  This 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.  While the Scottish Government [guidance](https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reducing-the-risks-in-schools/documents/) has reduced the mitigations that schools are required to have in place, schools are not recommended to return to pre-pandemic practices and are encouraged to retain good practice developed during the pandemic where appropriate.  Children, young people and staff should follow the wider societal guidance on physical distancing in schools or on dedicated school transport. As in wider society remains important to be cautious and exercise personal responsibility, recognising that, where possible, it is safer to keep a distance from other people.  For schools with nurseries, there has been separate guidance developed for Early Learning and Childcare and this should be referred to for specific [guidance](https://www.gov.scot/publications/coronavirus-covid-19-early-learning-childcare-services/).  The 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 – 29 March 2022](https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reducing-the-risks-in-schools/documents/)  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 yellow.  This document must be read in conjunction with any **task or subject specific risk assessments/CoSHH assessments, individual pupil risk assessments 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. School Relationship policies should be reviewed to reflect the need to consider mitigations for some pupils who may have difficulty in following the measures put in place for employees' and pupils’ safety.** | | | | | | |
| **Approved by**  (Name/Position) | Nicola Tyrrell | HT | **Date Approved & Signature** | 29/04/22 | Nicola's signature | **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) | **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 | 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 and midwife    Employees should follow [Stay at Home](https://www.gov.scot/publications/coronavirus-covid-19-getting-tested/pages/changes-from-1-may-2022/) guidance if feeling unwell.   * Adults who have symptoms of Covid-19 and other respiratory illnesses and have a high temperature or do not feel well enough to go to work or carry out normal activities, are advised to stay at home until their fever has gone or they feel well enough. * Children and young people aged 18 and under with mild symptoms such as a runny nose, sore throat, or slight cough, who are otherwise well, do not need to stay at home and can continue to attend education settings.  They should only stay at home if they are unwell and have a high temperature. They can go back to school, college or childcare, and resume normal activities when they no longer have a fever and they feel well enough to attend.   From 1 May, Covid-19 symptoms include   * continuous cough; * high temperature, fever or chills; * loss of, or change in, your normal sense of taste or smell; * shortness of breath; * unexplained tiredness, lack of energy; * muscle aches or pains; unusual hunger; * headaches; * sore throat, stuffy or runny nose; * and diarrhoea, feeling sick or being sick.   All employees to complete PKC Infection control training – this can be accessed [here](https://app.tessello.co.uk/PKCLearn/login#/). There is a section on good handwashing practice.  **Face Coverings**  From 18 April, the wearing of face coverings is no longer mandatory, but it will remain encouraged in indoor communal areas in line with the workplace guidance. Any individual who wishes to wear a face covering in a school setting will be supported to do so.  N.B. Communal areas include moving around the school in corridors, office and admin areas, canteens (except when dining) and other confined communal areas, (including staff rooms and toilets).  **Physical Distancing**  Children, young people and staff should follow the wider societal guidance on physical distancing in schools or on dedicated school transport. As in wider society it remains important to be cautious and exercise personal responsibility, recognising that, where possible, it is safer to keep a distance from other people. The World Health Organisation (WHO) continues to advise that you should try to maintain distance of at least 1 metre from those outside your own household.  **Hygiene**  Hand sanitiser is available for employees 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.  Employees have been instructed to wash/sanitise hands before putting on PPE and after removing it.  **Welfare Facilities**  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 employees are responsible for effective cleaning to ensure safety of all services users and employee 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.  Manager/supervisor to identify location of welfare facilities that can be used - some facilities may still be out of bounds to reduce the risk of infection. Employees and pupils will be notified of the areas/facilities to use.  **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.  Employees 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 giving short talks on hand washing.  **Ventilation / Monitoring**  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/:b:/r/sites/EDMS_PKCIntranet-ECS/Shared%20Documents/ECS%20Published/Published%20Articles/Admin%20Manual/Covid-19/Environment/Heating%20and%20Ventilation%20in%20a%20COVID-19%20Environment.pdf?csf=1&web=1&e=ZsjrB5)  Schools must ensure adequate supply of fresh air to rooms/areas that are in use. Increasing natural ventilation can be done by opening windows, doors (expect fire doors) and vents wherever it is practical, safe and secure to do so and appropriate internal temperatures can be maintained.  This could include the following measures:   * partially opening doors and windows to provide ventilation while reducing draughts * opening high level windows in preference to low level to reduce draughts * purging spaces by opening windows, vents and external doors (e.g. between classes, during break and lunch, when a room is unused, or at other suitable intervals if a space is occupied for long periods at a time), this may be particularly appropriate during the winter period to balance ventilation and thermal comfort * flexible uniform/staff dress policies to help ensure that children, young people and staff can stay warm if/when windows or doors require to be opened * maintaining appropriate heating strategies * Fans may also be useful to increase air flow on calm days, provided the space is already well ventilated.   **CO2 Monitoring**  CO2 monitors have been installed in liaison with Property Services. Schools will follow the guidance provided to advise the Property Helpdesk of any issues, or prolonged high/red readings  Staff to follow the school’s procedures to inform HT if CO2 monitor readings are red.  Weekly recordings are taken of all CO2 monitors in school and monthly returns should be submitted to Property Helpdesk as advised. | **Vaccination**  Schools should keep up to date with the rules around vaccination for each of the age groups <https://www.nhsinform.scot/covid-19-vaccine>  Staff are encouraged to get the COVID-19 vaccine as well as any booster doses once offered to them. Those not fully vaccinated are encouraged to seek vaccination as soon as possible, following the recommended gap between doses.  **Fire evacuation**  A review of current fire evacuation procedures should be undertaken to ensure consideration of public health measures are taken into account  All parents should be advised of the updated [Stay at Home guidance](https://www.gov.scot/publications/coronavirus-covid-19-getting-tested/pages/changes-from-1-may-2022/) and advised to keep children at home if they are feeling unwell and have a high temperature.   * Children and young people aged 18 and under with mild symptoms such as a runny nose, sore throat, or slight cough, who are otherwise well, do not need to stay at home and can continue to attend education settings.  They should only stay at home if they are unwell and have a high temperature. They can go back to school, college or childcare, and resume normal activities when they no longer have a fever and they feel well enough to attend.   Staff, pupils and parents/carers should be advised of the Distance Aware scheme –  [Scottish Government Distance Aware Scheme](https://www.gov.scot/publications/coronavirus-covid-19-distance-aware-scheme/?utm_source=redirect&utm_medium=shorturl&utm_campaign=distanceaware)  **Ventilation / Monitoring**  SMT/SLT/HT will monitor compliance with the ventilation measures, reviewing and refining as required and subject to changing guidance/circumstances. | All within school community  All within school community  All within school community  All within school community  All within school community  All within school community  All within school community  All within school community  Staff  Pupils  Staff  Staff  HT | Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing |
| **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. | **From end of April 2022**  Adults/children will no longer be advised to seek a test if symptomatic – public health guidance is to stay at home if unwell.   * Adults who have symptoms of Covid-19 and other respiratory illnesses and have a high temperature or do not feel well enough to go to work or carry out normal activities, are advised to stay at home until their fever has gone or they feel well enough. * Children and young people aged 18 and under with mild symptoms such as a runny nose, sore throat, or slight cough, who are otherwise well, do not need to stay at home and can continue to attend education settings.  They should only stay at home if they are unwell and have a high temperature. They can go back to school, college or childcare, and resume normal activities when they no longer have a fever and they feel well enough to attend. | SMT/SLT/HT will monitor compliance with the control measures, reviewing and refining as required and subject to  changing guidance/circumstances. | All within school community | Ongoing |
| **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. | **School visitors**  There are no restrictions on supply staff, other professionals or visitors in general entering schools. All visitors will, however, be expected to comply with the school’s routine measures and arrangements for managing and minimising risk.  Any visitor on site must be briefed before entry on the mitigations that are in place within the school in terms of hygiene protocols and infection control.  Any contractor on site must be briefed  before entry on the systems in place at the school in terms of infection control.  The wearing of face coverings, particularly in communal areas is encouraged. Where possible, works should be undertaken outwith core school hours. | Specific school mitigations should be shared with any visitors in advance so that consideration can be given to required actions and behaviour when attending school premises.  Schools may wish to develop a generic Risk Assessment for visitors to schools or incorporate the task and activity specific risk assessment to include additional mitigations  SMT/SLT/HT will monitor compliance with the control measures, reviewing and refining as required and subject to  changing guidance/circumstances. | Staff  Visitors  HT | Ongoing |
| **Risk Score: 5 x 3 = 15**  **S X L = RS** |
| 4 | 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. | Children, young people and staff should follow the wider societal guidance on physical distancing in schools. As in wider society it remains important to be cautious and exercise personal responsibility, recognising that, where possible, it is safer to keep a distance from other people.  **Face Coverings**  From 18 April, the wearing of face coverings is no longer mandatory, but it will remain encouraged in indoor communal areas in line with the workplace guidance. Any individual who wishes to wear a face covering in a school setting will be supported to do so.  N.B. Communal areas include moving around the school in corridors, office and admin areas, canteens (except when dining) and other confined communal areas, (including staff rooms and toilets). | Windows on stairwells and other circulation spaces should be open  to maximise ventilation, where there is no impact on safety.  SMT/SLT/HT will monitor compliance with the control measures, reviewing and refining as required and subject to  changing guidance/circumstances. | All within school community  All within school community | Ongoing  Ongoing |
| **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 within the classroom. | Employees & pupils contracting/ transmitting  Coronavirus (COVID-19) through contact with contaminated materials and surfaces, and with others. | For secondary schools, individual subject areas have reviewed their existing risk assessments to consider good practice in hand and respiratory hygiene.  **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/:b:/r/sites/EDMS_PKCIntranet-ECS/Shared%20Documents/ECS%20Published/Published%20Articles/Admin%20Manual/Covid-19/Environment/Heating%20and%20Ventilation%20in%20a%20COVID-19%20Environment.pdf?csf=1&web=1&e=ZsjrB5)  Classrooms must be adequately ventilated when  occupied. Windows and doors should be open  (min 15%) to allow for the free flow of air  throughout the building.  Purging should be considered when rooms are  empty with all windows and doors left wide open.  Automatic mechanical ventilation and air handlers have been adjusted to 100% fresh air and to achieve required exchange of air.  Schools will make use of the CO2 monitors provided to control the ventilation, on an individual class and area basis | Individual subject risk assessments should be completed for practical subjects.  Classes should 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.  SMT/SLT/HT will monitor compliance with the  control measures, reviewing and  refining as required and subject to  changing guidance/circumstances. | All within school community  All within school community | Ongoing  Ongoing |
| **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 during break times. | Employees & pupils contracting/ transmitting  Coronavirus (COVID-19) through contact with contaminated materials and surfaces, and with others. | **Face Coverings**  From 18 April, the wearing of face coverings is no longer mandatory, but it will remain encouraged in indoor communal areas in line with the workplace guidance. Any individual who wishes to wear a face covering in a school setting will be supported to do so.  N.B. Communal areas include moving around the school in corridors, office and admin areas, canteens (except when dining) and other confined communal areas, (including staff rooms and toilets). | SMT/SLT/HT will monitor compliance with the  control measures, reviewing and  refining as required and subject to  changing guidance/circumstances. | All within school community | Ongoing |
| **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 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.  Schools will communicate with parents electronically or by phone informing them that only cashless payments are accepted.  After using Multi-function devices (MFDs), printers and other equipment, employees should ensure that they wash or sanitise their hands.  Anti-bacterial surface wipes are provided, and employees must clean before and after use of MFDs, printers and other equipment. IT will advise on suitable antibacterial wipes.  Signage is in place reminding employees of the need to wipe down equipment whilst in office. | SMT/SLT/HT will monitor compliance with the control measures, reviewing and refining as required and subject to  changing guidance/circumstances. | All within school community | Ongoing |
| **Risk Score: 5 x 3 = 15**  **S X L = RS** |
| 8 | 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. | 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.  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.  Employees will minimise the use and sharing of resources in classroom settings and restrict numbers using equipment.  Laptops, iPads and computers will be cleaned by the user before and after use.  Classrooms arranged to ensure that furniture is easily cleaned.  Desks and chairs should be cleaned before and after a period of use by employees and pupils with the wipes provided.  Employees should not share telephones, desks, IT equipment and other resources if possible. | SMT/SLT/HT will monitor compliance with the control measures, reviewing and refining as required and subject to  changing guidance/circumstances. | All within school community | Ongoing |
| **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 due to using contaminated care equipment. | Employees & pupils contracting/ transmitting  Coronavirus (COVID-19) to each other. | Employees 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, employees 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.  A risk assessment is in place for Intensive Support Provision and must be referred to. |  | All within school community | Ongoing |
| **Risk Score: 5 x 3 = 15**  **S X L = RS** |
| 10 | 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.  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 a Fluid Resistant Surgical Mask when administering first aid. | Instruction given to employees who are in the high-risk categories that they 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 person, to monitor compliance with the control measures | All within school community | Ongoing |
| **Risk Score:5 x 3 = 15**  **S X L = RS** |
| 11 | 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 employees have been identified and individual risk assessments are in place. These will be shared with employees 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 employees will be offered PPE, in the form of gloves, goggles and face masks, when working closely with the children and young people.  Risk assessment for Intensive Support Provision has been developed and must be referred to. | For pupils with sensory issues, consideration should be given to managing hand and respiratory hygiene and this must be included in the individual pupil’s risk assessment.  It should be considered what additional support should be put in place to assist employees and pupils in following directional and advisory signs and amended school rules., including physical distancing. Employees 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 employees. | All within school community | Ongoing |
| **Risk Score: 5 x 3 = 15**  **S X L = RS** |
| 12 | 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.  If appropriate physical distancing cannot be achieved when administering medication, consideration is 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 | Consideration must be given to how medication is stored within school and administered to the individual pupil.  Individual Protocols for pupils must be reviewed to take into account infection control and physical distancing.  [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 | All within school community | Ongoing |
| **Risk Score: 5 x 3 = 15**  **S X L = RS** |
| 13 | Fire | Employees, pupils and contractors.  Additional risk from fire due to the change in school operations. | Fire evacuation procedure is in place.  Fire drills carried out regularly and within 2 weeks of the beginning of term  Janitorial employees 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.  Once reviewed, procedures must be shared with all employees and pupils and a fire drill must be held within two weeks of the school term commencing. | All within school community | Ongoing  Ongoing |
| **Risk Score: 5 x 3 = 15**  **S X L = RS** |
| 14 | School trips | Employees, pupils and contractors.  Additional risk from fire due to the change in school operations. | All types of domestic and international school trips are permitted, provided suitable risk assessments are conducted mirroring the routine protective measures in this risk assessment. This means that the majority of the measures that have been recommended up until this point are removed, including the requirement in this guidance for pre-visit testing.  Schools and site venues should continue to have contingency plans and risk assessments for pupils and staff becoming symptomatic with repatriation arrangements where appropriate.  This also applies to international trips where appropriate isolation/repatriation arrangements should also be in place considering individual circumstances. International school trips should also comply with international travel guidance and with the Covid requirements in the host country.  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. | Staff  HT | Ongoing |
| **Risk Score: 5 x 3 = 15**  **S X L = RS** |
| 15 | Student placements | Employees, pupils and contractors.  Additional risk from fire due to the change in school operations. | 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. |  | Staff  HT | Ongoing |
| **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** |

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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 |