

Health and Safety Risk Assessment Form

## Cairn Primary Risk Assessment (8/4/21)



This risk assessment should be updated in consultation with staff and the to reflect local mitigation factors required in your establishment. All additional information added should be in red.

<b>Description of Task/Activity</b>	<b>Potential exposure to COVID-19 in SAC Education establishment.</b> <a href="#">COVID- 19 – Guidance on reducing the risk in schools</a> and <b>prior to developing or reviewing.</b>	<b>Directorate</b>	People	<b>Assessor(s)</b>	Sample prepared by Risk and Safety for adaptation by each school / education establishment.
		<b>Service</b>	Education		
		<b>Reference No</b>			

Persons Identified at Risk ( Direct and Indirect)

*Employees (Teachers, support staff, admin staff), pupils, parents/carers, visitors and maintenance personnel. N.B. New and expectant mothers require a separate risk assessment.*

**All employees – regardless of sector - are entitled to use their own initiative or apply discretion with regard to additional PPE or further mitigations should they consider this necessary. We are all operating in unprecedented times and employees will not be discouraged from taking sensible precautions. The principles of dynamic risk assessment should be encouraged, i.e. identifying risks and appropriate control measures as they arise, where circumstances dictate.**

<b>Severity</b>		<b>Likelihood</b>	
1. Minor: Near miss incident or minor injury		1. Unlikely	
2. Moderate: Injury / Ill health		2. Possible	
3. Major: Serious injury or ill-health		3. Likely	
4. Critical: Significant injuries and cases of ill-health		4. Very Likely	
5. Catastrophic: Single or multiple fatality		5. Almost Certain	

<b>Hazards Identified</b>	<b>Person(s) at Risk</b>	<b>Types of Loss/ Injury/Ill Health</b>	<b>Current Control Measures</b>

Health and Safety Risk Assessment Form

1	General contact with others (colleagues, pupils, members of the public) in the school environment in light of Covid-19.	Employees Pupils	Potential to contract Covid19 and suffer associated health effects.	<p><b>An information pack has been sent to all parents outlining the measures included within this risk assessment which impact education service delivery for young people.</b></p> <p><b>1.1 Hygiene</b></p> <p>The following measures have been taken to maintain personal and workplace hygiene</p> <p><b>1.1.1 Personal Hygiene –</b></p> <p>All employees and young people have been made aware that good hand and forearm hygiene is essential at all times - thorough and regular washing of hands and forearms for at least 20 seconds with soap and water and/or use of hand sanitising gel/alcohol based wipes. This should always be done before eating and drinking, and after coughing, sneezing or going to the toilet. When using alcohol based hand sanitising gel you must let your hands dry fully before touching any surfaces, especially ‘conducting’ surfaces i.e. metal, due to its flammability properties.</p> <p>All employees and young people are aware to refrain from touching the nose, mouth or eyes and all pupils are frequently reminded of this.</p> <p>We encourage staff and pupils to wash or sanitise hands before and after travelling.</p> <p>Clear notices are posted in our school to reflect this</p> <p><b>1.1.2 Workplace Hygiene –</b></p> <p>We have implemented revised cleaning measures (in addition to those provided by Facilities Management/Facilities Management Services (PPP,DBFM schools) as follows;</p> <p>We provide cleaning materials in order that frequently touched surfaces can be cleaned regularly throughout the day and <b>all staff are aware that they should be involved in this process, irrespective of role.</b></p> <p>The frequently touched areas which we clean regularly have been identified as, but not restricted to;</p> <ul style="list-style-type: none"> <li>• tables, chairs, resources, equipment, doorknobs, light switches, countertops, handles, toilets, taps, sinks and electronics, such as tablets, touch screens, keyboards, telephones and remote controls.</li> </ul>
---	---	---------------------	---	---

Health and Safety Risk Assessment Form

			<p>All desk hard surface areas to be cleaned by the employee. This to include, desk, chair arms, keyboard, mouse and any other items regularly touched or handled. Telephones to be sanitised at start and end of the day with appropriate sanitiser</p> <p>Using appropriate cleaning products and disposable paper towels, hard surfaces should be cleaned on a regular basis.</p> <p>All cleaning will be carried out in accordance with <a href="#">COVID 19- guidance for non-healthcare settings</a> and the Council’s Covid-19 cleaning strategy for schools.</p> <p>A cleaning regime for each school is provided by Facilities Management or Mitie. This will detail the cleaning arrangements for each school.</p> <p>Shared resources should be avoided or kept to a minimum and must be cleaned in between each use. Young people are not permitted to bring in toys or personal belongings from home. The information pack sent to all parents reflects this position.</p> <p>The surface contamination of books, jotters etc can be mitigated by:-</p> <ul style="list-style-type: none"> <li>• Quarantining items for 72 hours (in outbreak situations)</li> <li>• Careful handwashing with soap and water/alcohol based sanitiser before and after handling.</li> </ul> <p>We have instructed all school employees to keep personal items to a minimum in the workplace. They have been advised not to share personal items, stationery, crockery etc.</p> <p>We have provided hand sanitiser on entering and leaving the building and in other communal or public areas. Signage is posted to highlight these areas.</p> <p>Staff are aware that all cleaning materials should be disposed of in a general waste bin which will be emptied daily by a Facilities Management employee or Facilities Management provider (DBFM, PPP). We have communicated with the Facilities Management provider and understand our roles (PPP, DBFM)</p> <p><b>1.2. Physical Distancing</b></p> <p>An assessment for the initial phase of re-opening has been carried out and takes consideration of the total number of available staff (both teaching and support staff), including estimates on staff absence rates based and the impact of successful TTIS (test, trace, isolate, support) practices or ‘<b>Test and Protect</b>’ as it is called in</p>
--	--	--	--

Health and Safety Risk Assessment Form

			<p>Scotland. Physical distancing in staff spaces (such as staff rooms, toilets etc.) will form part of the capacity considerations.</p> <p>Following Scottish Govt guidance on <a href="#">Coronavirus (COVID-19): guidance on reducing the risks in schools</a> and South Ayrshire’s Local Phasing Recovery Plan and Operating Guidance for Schools we have adopted practical measures and procedures to support physical distancing where possible by increasing distancing and decreasing interaction that can be maintained throughout the work activity in our school environments throughout the day. This includes arriving at school, taking food/toilet breaks, when accessing communal areas and when leaving the school environment. These are outlined in paragraphs below;</p> <p>We have communicated the following advice/information to employees, parents/carers and young people;</p> <p><b><u>1.2.1 Travel to School</u></b></p> <ul style="list-style-type: none"> <li>• We encourage young people and staff to walk or cycle to school and instruct them to adhere to physical distancing at all times.</li> <li>• Young people using school transport to follow guidance from education/ contractor – this information has been provided in the information pack sent to parents/carers.</li> <li>• We have advised employees, parents/carers and young people to utilise their own transport in preference to public transport where walking and cycling are not possible.</li> <li>• Children over the age of 5 and young people travelling on dedicated school transport are encouraged to wear face masks.</li> <li>• If public transport cannot be avoided, the employee/pupil should be encouraged to follow current government advice in respect of “face coverings”.</li> <li>• If public transport cannot be avoided, the employee/pupil should be encouraged to follow current government advice in respect of “face coverings”.</li> <li>• Parents should not use onsite car parking facilities</li> </ul> <p><b><u>1.2.2 Arrival and departure from school</u></b></p> <ul style="list-style-type: none"> <li>• We have assessed arrival and departure times and opted to stagger these as follows – <b>Free flow entry from 8:50am and collection from 2:50pm onwards. P1/2- 2:50pm, P2/3 – 2:55pm and P3- 3:00pm EYC will follow their attendance pattern times. P4-7 will enter through the side gate from 8:50 am. P5/6 will line up at the main entrance door. P4/5 and P6/7 will line up 2 m apart in the back playground.</b></li> <li>• Alteration to school hours has been agreed following consultation. Clear guidance has been issued to parents and young people in the communications provided. This is to avoid congregating in playground areas</li> </ul>
--	--	--	--

Health and Safety Risk Assessment Form

			<ul style="list-style-type: none"> <li>• Drop off and pick up is limited to 1 adult per family. Parents/carers must leave the playground immediately following drop off/ pick up. This information has also been included in the information pack. Staggered drop off/pick helps prevent school gate socialising.</li> <li>• Face coverings should be worn by parents and other visitors to all school sites (whether entering the building or otherwise), including parents at drop-off and pick-up</li> </ul> <p><b><u>1.2.3 Physical Distancing within the school</u></b></p> <p>We have reviewed the measures necessary to support physical distancing in schools following further <a href="#">advice from the Covid-19 Advisory sub-group on education and children’s issues</a> where possible by increasing distance and decreasing interaction within the school as follows.</p> <ul style="list-style-type: none"> <li>• 2m distancing should be in place for all Secondary School staff when with other adults and with pupils. While it should still be encouraged there is no requirement for physical distancing between pupils throughout the school day</li> <li>• 2m distancing should continue to be in place between staff in ELC and primary schools, and consideration should be given on how to further support and enable this.</li> <li>• 2m distancing is not required for children in ELC, between primary school pupils, and between children and staff in ELC – in line with the Scottish Government Guidance for this age group.</li> </ul> <p>Where support staff, who may have to work in close contact with multiple children or young people throughout the day, are not able to physically distance a facecovering or PPE following risk assessment should be worn.</p> <p>In supporting the above measures we have considered the following:</p> <ul style="list-style-type: none"> <li>• Where practicable, minimising the mixing of groups. Senior phase learners and children of key workers/vulnerable children will be kept separate where possible in Secondary Schools.</li> <li>• Breaks being staggered by class, to avoid pupils from different classes coming into contact where possible (particularly when indoors and some more enclosed outdoor spaces).</li> <li>• Where practicable, pupils are seated so as not to face each other.</li> <li>• Discourage social physical contact (hand to hand greeting/hugs);</li> <li>• Increased use of outdoor spaces or alternative Council owned or community facilities.</li> </ul>
--	--	--	--

Health and Safety Risk Assessment Form

			<ul style="list-style-type: none"> <li>• Movement around school is limited as much as possible with one way systems and external circulation implemented if required (also see 2.5 – general precautions). Signage and floor markings support this. Age appropriate supervision is in place.</li> <li>• Toilets – gathering in toilet areas is strongly discouraged and measures have been put in place in our school to prevent this as follows. <b>Only one child per class at the toilet at any one time. Separate toilets for infant pupils and upper pupils. Children will be encouraged to wait until the previous child leaves before entering. Regular hourly cleaning will take place throughout the day and children will be educated to follow strict hygiene practices. EYC children have allocated toilets for their bubbles.</b></li> <li>• Furniture is arranged to support physical distancing where possible</li> <li>• All available space in classrooms, halls, libraries or social spaces should be used to promote physical distancing.</li> <li>• Young people sit at the same desk.</li> <li>• Where practicable, we endeavor to ensure that Teachers, rather than pupils, move to other classes. Teachers will aim to remain with the group of young people they are allocated to and not come into contact with other groups where possible.(EY, Primary, Special Schools, ASN Bases)</li> <li>• We endeavor to ensure that numbers of Teaching/support staff in School at any one time is limited to only those required to teach/support the expected occupancy levels on any given day.</li> <li>• Appropriate arrangements are made to cater for individual needs on a case by case basis and particularly for children with severe and complex needs where handling and personal care is required, in line with legislative requirements. (Additional space will be required for some children and young people with additional support needs who rely upon the use of equipment, such as hoists, particularly where this provision is provided in a mainstream school setting. Additional precautions are implemented under such circumstances, including individualised risk assessments. Refer <a href="#">to COVID-19-:supporting children and young people with complex additional support needs</a>. <b>These risk assessments are put in place by the SLT in consultation with pupils, parents and other agencies where required. These are reviewed regularly. A transition visit will be offered to new pupils to the school and to those requiring an individual risk assessment so they are familiar with the layout and new procedures.</b></li> <li>• Staff members have been instructed to maintain physical distancing.</li> <li>• Where possible meetings and training sessions will be conducted through virtual conferencing where possible. Where this is not possible staff will maintain 2m physical distancing when attending meetings or training sessions.</li> <li>• Only employee’s whose job requires to be carried out on-site should travel to the site. Home working will continue where possible.</li> </ul>
--	--	--	---

Health and Safety Risk Assessment Form

			<ul style="list-style-type: none"> <li>• Flexible shift patterns should be adopted, where appropriate, to reduce the risks associated with a historical rush hour commute and work start times. (Flexibility would mean staff only need to be on-site when required for activities that they are unable to do at home).</li> </ul> <p><b>1.2.4 Visits</b></p> <ul style="list-style-type: none"> <li>• Visitors are not permitted to the school unless essential and with prior appointment (e.g. essential building maintenance).</li> <li>• Where essential visits are required these will be made outside of school hours where possible.</li> <li>• Parents are not permitted to enter the school building without an appointment.</li> <li>• New family show rounds will be done virtually or outside of school hours.</li> <li>• Face coverings should be worn by parents and other visitors to the school sites (whether entering the building or otherwise), including parents at drop-off and pick-up</li> </ul> <p><b>1.2.5 Testing Arrangements</b></p> <p>As part of our package of COVID-19 risk reduction mitigations in schools and early learning and childcare settings we are putting in place a Schools/ELC Asymptomatic Testing Programme in accordance with the <a href="#">guidance on reducing the risk in schools</a>. Under the programme staff and secondary school pupils can obtain a covid-19 testing pack which enables them to do testing at home. Information on the testing arrangements and the follow up procedures have been issued to staff, parents and pupils.</p> <p>This programme is voluntary, however, we are strongly encouraging school/ELC staff and pupils to participate, in order to contribute to the wellbeing of their school communities.</p> <p>▪ <b>General Precautions</b></p> <p>We have considered and included the following general precautions:</p> <p>We have considered how pupils get into the school to avoid bottlenecks and areas of congestion as follows: Side gate for EYC pupils, Infant gate for P1-3 children and Childcare Hub children. Free flow entry from 8:50am.</p>
--	--	--	--

Health and Safety Risk Assessment Form

			<p>We have installed physical barriers/screens in key areas as follows: <b>furniture has been arranged in the EYC to separate bubbles of children.</b></p> <p>We have revised office/school layout to facilitate physical distancing as follows- <b>no more than 6 staff in the office at any one time. Desks are all 2m apart. The photocopier has been relocated to outside the office.</b></p> <p>We manage access to communal areas such as kitchens, meeting rooms, mail and print rooms, canteens, staffrooms, kitchens and toilets as follows – <b>see staff Return Guide 15.3.21. Staff have allocated staff rooms and toilets and are responsible for cleaning between use. Photocopying etc. is outside the office so there is no requirement to enter. Only two classes will use the dinner hall with 2 staff supervising along with canteen staff.</b></p> <p>We have considered <b>two</b> ‘one-way’ systems <b>which negates any unnecessary crossing of groups</b> and external circulation for movement within our school and is implemented as follows: <b>Children and staff are aware of their routes and direction of travel. There are 2m distancing reminder markers in place.</b></p> <p>We have displayed notices/posters advising of measures in place e.g. hygiene (personal and workplace), hand sanitising stations, safe working, physical distancing and access to communal areas.</p> <p>We have halted hot-desking until further notice. Where reception desks operate, measures are in place to ensure that they are thoroughly cleaned between users.</p> <p>We have considered staggered work days/weeks, start/finish and lunch times and agreed the following- <b>Breaks and Lunchtimes will remain the same but classes have their own separate designated area and member of staff. Support staff will start at 8:45am to support supervision and will finish at 2:45pm. All children p3-P6/7 will eat their lunch within the classroom before going out to play. P1/2 ans P2/3 will eat in the dinner hall then go out to play.</b></p> <p>We have considered staff cohorting – if practical - to keep fixed, small working groups separate from others and agreed the following- <b>EYC has 3 bubbles with dedicated staff in each bubble. All other classes are a bubble with their class teacher. Support staff are allocated to specific classes on set days, with minimal changes across the week.</b></p> <p>Our PE changing facilities are being managed as follows- <b>There will currently be no access to PE changing facilities. Due to increased outdoor learning, and PE now being outdoors, children will be encouraged to wear a school polo</b></p>
--	--	--	---



Health and Safety Risk Assessment Form

			<p>shirt, school jumper, black leggings/black jogging trousers and outdoor trainers. On PE days they may come in sports clothes. Waterproof jackets are also advisable. Parents have all been informed of this.</p> <p>We have agreed a revision to our First Aid arrangements to allow for physical distancing as follows:</p> <p>All medical issues, other than symptoms of covid, should be treated as per the normal procedures within the school, with the addition of 2m physical distancing where practicable. Staff will wear an apron and gloves. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. This will be explained to the child. Parents will be contacted if required. There will be a separate risk assessment for pupils regarding the administration of insulin and inhalers</p> <p>We maintain registration procedures and have made other revisions for Fire Safety – our evacuation plan and assembly point arrangements have been reviewed to reflect this (refer to <a href="#">guidance</a> if required). Information and instruction on any revisions to fire safety arrangements have been made to all school staff and pupils.</p> <p>All staff and pupils are aware of the up-to-date guidance on the wearing of face masks/coverings and when and where they should be worn.</p> <p>We have considered ventilation within our school and will follow the <b>Ventilation and Heating Advice for Schools</b> produced by Education Services (copy in school) and general guidance on <a href="#">Ventilation and air conditioning during the coronavirus (COVID-19) pandemic (hse.gov.uk)</a>. We will place a greater emphasis on ventilation, by keeping windows open as much as possible, and doors open (not fire doors) when feasible and safe to do so.</p> <p>We have considered the increased use of outdoor spaces for learning and will follow advice in the <a href="#">guidance on reducing the risks in schools</a>.</p> <p><b>1.2.6 Attendance</b></p> <ul style="list-style-type: none"> <li>• Staff, children and young people should only attend school if they are symptom free, have completed the required isolation period or achieved a negative test result.</li> <li>• Staff in the highest clinical risk category (individuals on the shielding list) should work from home, and if they cannot do so, they should not go into work as long as the area they live or work in is under lockdown.</li> <li>• The national guidance continues to be that staff should continue to work from home where possible. Given the nature of the schools it is expected that all staff, including those who were previously in the shielding and higher risk (clinically vulnerable) categories, will work in schools unless a risk assessment indicates otherwise. Staff should only be in school for as long as is necessary after which they would undertake remaining duties at home. Individual risk assessments will be undertaken where the member of staff or parent, feels that the</li> </ul>
--	--	--	---

Health and Safety Risk Assessment Form

				<p>general school risk assessment does not support their or the child’s return. Schools will use the national risk assessment tool kit when developing a risk assessment for an individual member of staff.</p> <ul style="list-style-type: none"> <li>Using the national Risk Assessment toolkit schools must complete South Ayrshire Council’s Risk Assessment proforma for pregnant staff. In completing the assessment with the member of staff, schools should take into consideration the national advice contained in <a href="#">COVID- 19 – Guidance on reducing the risk in schools and Coronavirus (COVID-19): advice for pregnant employees</a></li> <li><b>Pregnant employees more than 28 weeks, or with underlying health conditions</b> Where the expectant mother is in their third trimester or has underlying health conditions that put them at clinical risk, the following guidance also applies:             <ol style="list-style-type: none"> <li>Expectant mothers shouldn’t be expected to attend work beyond 28 weeks</li> <li>If the expectant mother is less than 28 weeks pregnant and has an underlying health condition they should be referred to Occupational Health for advice and the advice taken into consideration when completing their individual risk assessment.</li> <li>If the expectant mother wishes to come to work, they can only do so if their GP/midwife confirms it is safe for them, considering their individual circumstances and any measures in place.</li> </ol> </li> <li>Only parents who are symptom free and or have completed the required isolation periods will be permitted to drop off or collect their child. (Information on attendance and any alternative arrangements have been provided in the communications with parents/carers).</li> </ul> <p><b>1.2.7. Personal Protective Equipment</b></p> <p>The Personal Protective requirements for our specific Service are detailed in the Operational Guidance for schools and will be informed by risk assessments for individuals or activities. Further specific requirements for our school are as follows:</p> <p>The following PPE is routinely used in the school environment and arrangements are in place for cleaning before and after each use where it is shared:</p> <p>Risk assessments will be undertaken to determine any PPE required e.g. personal care, attending to a young/unwell pupil etc.</p> <ul style="list-style-type: none"> <li>If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their school setting and needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask</li> </ul>
--	--	--	--	---

Health and Safety Risk Assessment Form

				<p>should be worn by the supervising adult. If a dynamic risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</p> <p>Our teams are instructed in how to utilise all PPE provided and how to access replacement PPE.</p> <p>Our teams are aware of reporting procedures should they have concerns over any PPE issued.</p> <p><b>1.2.8 General</b></p> <p><b>Our staff are aware of the following general precautions;</b></p> <p><u>Out with School Environment</u></p> <p>To self- isolate for 10 days if they develop symptoms of Covid 19 and contact the single point of contact number to arrange a test , remaining at home until the result of the test is available. Advice will be given by NHS contact tracers based on the result.</p> <p>To self-isolate for 10 days if they live or have been in close contact with someone who has tested positive for Coronavirus. If they develop symptoms within the 10 days, they need to stay at home for 10 days from the day their symptoms began. They should do this even if it takes them over the 10-day isolation period.</p> <p>To self-isolate if they have been informed by an NHS contact tracer that they have been in close contact with someone who has tested positive.</p> <p><u>Within School Environment</u></p> <p>The actions to be taken if someone becomes unwell with symptoms of COVID-19 while in the school environment are outlined as follows and can be found in the document <a href="#">COVID -19- Guidance for non-health care settings.</a></p> <p>Symptomatic Individuals</p> <ul style="list-style-type: none"> <li>• If a child begins displaying a continuous cough or a high temperature, they will be sent home to isolate as per the guidelines.</li> </ul>
--	--	--	--	---

Health and Safety Risk Assessment Form

			<ul style="list-style-type: none"> <li>• A child awaiting collection will be moved, if possible and appropriate, to a room where they can be isolated behind a closed door. If it is not possible to isolate them, they should be moved to an area which is at least 2 metres away from other people. A window should be opened for ventilation where possible.</li> <li>• If the child needs to go to the toilet while waiting to be collected, the toilet will be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• The area where the child is waiting to be collected will be thoroughly cleaned.</li> <li>• If a child or member of staff becomes ill with symptoms of COVID-19 they will be tested (if over 5yrs old) . They will only be allowed back to school after a negative test result or appropriate isolation has finished.</li> </ul> <p>If clinical advice is needed, the staff, parent or guardian should go online to NHS 111 (or call 111 if they don't have internet access)</p> <p>We will ensure that all employees and parents are advised in the information pack that if anyone (staff or pupil) over the age of 5 has any of the symptoms of Covid-19 (a new continuous cough, temperature or loss or change of taste or smell, is advised to immediately visit <a href="#">NHS inform</a> or call 0800 028 2816 to arrange testing</p> <p><b>1.2.9. Communication / Information / Instruction</b></p> <ul style="list-style-type: none"> <li>• All staff members receive appropriate instruction and information on infection control and have read and understood the guidance relating to COVID-19 and the risk assessments within which they will be operating. Staff training records will be kept and maintained. A presentation will be issued to all schools for communication with all staff to support this.</li> <li>• Parents/carers have received a school information pack and receive regular clear communication regarding the role they play in safe operating procedures and all measures being taken to ensure the safety of their young people and themselves.</li> <li>• No communal food, i.e. sweets, biscuits etc allowed in classrooms and staff bases.</li> <li>• Regular checkpoint meetings to discuss what is going well, concerns, suggestions, risk assessment, Health and Safety reps, if available, to be present and meetings minuted.</li> <li>• Pro-active monitoring that all the school controls and social distancing measures are being adhered to by staff, children and young people.</li> <li>• Reporting of any breaches to management for investigation</li> <li>• Appointment of "safety marshal" roles on site to monitor and enforce compliance on a day to day basis.</li> </ul>
--	--	--	--

Health and Safety Risk Assessment Form

2	Mental health which may be affected by COVID-19/social or workplace isolation.	Employees Pupils	<p><b>2.1 Measures for staff wellbeing</b></p> <p>We have considered the effects of the current national situation and personal circumstances of our employees. If required we have completed the <a href="#">Mental Health and Wellbeing Risk Assessment</a> and will seek further advice from colleagues in HR, Risk and Safety or Occupational Health as it is needed.</p> <p>We are aware that we have access to;</p> <p>The resources on the <a href="#">Healthy Working Lives page</a> on the CORE for current advice on maintaining and supporting employee health and wellbeing.</p> <p>The sample Mental Health and Wellbeing risk assessment <a href="#">Health and Safety COVID-19 page</a> on the CORE.</p> <p>The <a href="#">HR Stress Management Guidance</a> under policies and procedures and consider undertaking stress risk assessment for those affected. <a href="#">Risk, Safety &amp; Resilience - Forms (Health and Safety)</a></p> <p>The <a href="#">Return to Work Guidance</a> document produced by Risk and Safety Team. (<a href="#">link</a>)</p> <ul style="list-style-type: none"> <li>• Wellbeing champions established within the school and information available for coping techniques.</li> <li>• Wellbeing checks to be incorporated at regular meetings.</li> </ul> <p><b>2.2 Measures for the wellbeing of young people</b></p> <ul style="list-style-type: none"> <li>• Young people taking time to settle after prolonged break and the change in routine will be supported by staff. All measures should be taken to minimise contact between the parent and other young people and staff members.</li> <li>• Young people are supported in developmentally appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue.</li> <li>• Young people are supported to understand the changes and challenges they may be encountering as a result of COVID-19 and staff need to ensure they are aware of young people’s attachments and their need for emotional support at this time.</li> </ul>
3			<p><b>3.1 Consultation</b> - We have consulted with staff, Trade Unions Representatives and/ or employee groups in the development of these mitigations. Catering and FM Management teams have been appropriately involved in the development of risk assessments.</p> <p><b>3.2 Signatory</b> - We can confirm that we have displayed the poster relating the Risk Assessment of our workspace as outlined <a href="#">here</a> . It is signed by a Chief Officer, Service Lead or Duty Holder.</p>

Health and Safety Risk Assessment Form

<b>Risk Rating Number (RRN) with existing Control Measures:</b>		3	x	1	=	3					
		<b>Severity</b>		<b>Likelihood</b>		<b>Risk Rating</b>					
HIGH: <input type="checkbox"/>				MEDIUM: <input type="checkbox"/>		LOW: <input checked="" type="checkbox"/>					
High = 12 to 25				Med = 4 to 10		Low = 1 to 3					
<b>Additional Recommended Control Measures</b>						<b>Action By</b>	<b>Planned Completion Date</b>	<b>Date Implemented</b>			
1	Continue to review risk assessments and ensure current Scottish Government and NHS Inform guidance is strictly followed as it is updated.					Sarah Flint/Carol Kay	Ongoing				
2	Monitor compliance with the risk assessment control measures and take appropriate action to resolve any issues.					Sarah Flint/Carol Kay/Lynne Robertson	Ongoing				
3	It is vitally important that you share the results of your risk assessment with your teams. It is essential that all employees are fully aware of the risk mitigations in place to manage their health and safety and are able to implement all control measures effectively.					Sarah Flint	12/3/20				
4	Add further mitigations as required					Sarah Flint	Ongoing				
<b>Risk Rating Number (RRN) after implementation of additional Control Measures:</b>						3	x	1	=	3	
						<b>Severity</b>		<b>Likelihood</b>		<b>Risk Rating</b>	
HIGH: <input type="checkbox"/>								MEDIUM: <input type="checkbox"/>		LOW: <input checked="" type="checkbox"/>	
High = 12 to 25								Med = 4 to 10		Low = 1 to 3	
<b>Name of Assessor(s) <small>(PRINT)</small></b>			Sarah Flint/Carol Kay			<b>Assessment Date</b>		8/4/2021			
<b>Assessor(s) Signature(s)</b>			<i>Sarah Flint</i>			<b>Review Date</b>		As situation develops			
<b>Designation</b>			Acting Head Teacher			<b>Assessment Reviewed by</b>					
<b>Name of Manager /Person Responsible for ensuring above is implemented <small>(PRINT)</small></b>			Sarah Flint			<b>Scottish Government -</b> <ul style="list-style-type: none"> <li><a href="#">Coronavirus (COVID-19): Guidance on reducing the risks from COVID-19 in schools</a></li> <li><a href="#">COVID 19 – Guidance on Re-opening Schools</a></li> <li><a href="#">COVID-19: supporting children and young people with complex additional support needs</a></li> </ul>					
<b>Signature</b>			<i>Sarah Flint</i>								
<b>Designation</b>			Acting Head Teacher								

Health and Safety Risk Assessment Form

	<ul style="list-style-type: none"> <li>• <a href="#">Coronavirus in Scotland</a></li> <li>• <a href="#">Coronavirus (COVID 19): Advisory Sub-Group on Education and Children’s Issues</a></li> <li>• <a href="#">Coronavirus (COVID 19): Advisory Sub-Group on Education and Children’s Issues</a></li> <li>• <a href="#">Test and Protect – advice for employers</a></li> <li>• <a href="#">Strategic framework for re-opening schools, early learning and childcare provision</a></li> </ul> <p><b>Health Protection Scotland -</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Guidance-for-non-healthcare-settings.pdf</a></li> </ul> <p><b>CoSLA</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Information for councils</a></li> </ul> <p><b>Health and Safety Executive</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Latest information and advice</a></li> </ul> <p><b>NHS guidance</b> <a href="#">NHS Inform</a></p> <p><b>UK Government</b> <a href="#">COVID-19 - advice for pregnant employees</a></p>
--	--

### HEALTH AND SAFETY RISK ASSESSMENT GUIDANCE

<b>Hazard</b>	Hazard is an event or situation, which has the <b>potential</b> to cause harm (loss, damage, injury, ill-health, psychological harm, industrial disease or death)
<b>Risk</b>	Risk is the <b>chance, or likelihood</b> , that the harm will occur from a particular hazard
<b>Examples</b>	<ul style="list-style-type: none"> <li>(i) Faulty wiring is a <b>hazard</b>, which could result in the <b>risk</b> of electrocution or fire.</li> <li>(ii) Verbal or Physical Abuse is a <b>hazard</b>, which could result in the <b>risk</b> of injury and / or psychological damage</li> <li>(iii) Exposure to hazardous substances is a <b>hazard</b>, which could result in <b>risk</b> or ill-health or industrial disease</li> </ul>

We require to estimate how likely a risk is to materialise and how severe the consequences might be, in order to **prioritise** the necessary preventative action.

#### QUANTIFICATION OF RISK

**Estimation of Severity** - The severity column should be used to estimate the severity of impact, should the risk arise.

**Estimate of Likelihood** - The likelihood column should be used to estimate the chance of the risk occurring.

Severity		Likelihood	
1	Minor	1	Unlikely
2	Moderate	2	Possible
3	Major	3	Likely
4	Critical	4	Very Likely
5	Catastrophic	5	Almost Certain

When selecting the “**severity**”, we need to consider how the risk would impact in terms of level of loss, injury or ill-health. We need to consider what is most probable, rather than what is possible.

When selecting the “**likelihood**”, we need to consider the exposure frequency, e.g. dealing with an aggressive customer, as a ‘one off’ is less likely to have an impact than being exposed to aggressive customers on a daily basis.

#### Risk Rating = Severity x Likelihood

The Risk Rating Matrix outlined below is a tool with which the risk rating can be classified, and is accepted as a means of analysing South Ayrshire Council Health and Safety Risk and whether this is considered to be **HIGH, MEDIUM** or **LOW**. Risks rated at **4** or above require to be addressed, in order that they can be reduced to the lowest level reasonably practicable. Those below **4** should be continually monitored, (and addressed where resources permit).



Health and Safety Risk Assessment Form

**Risk Rating Matrix**

5	10	15	20	25
4	8	12	16	20
3	6	9	12	15
2	4	6	8	10
1	2	3	4	5

<b>High</b>	12 - 25	Immediate risk reduction required.
<b>Medium</b>	4 - 10	Risk reduction measures required.
<b>Low</b>	1 - 3	Address where resources permit and continue to monitor regularly, as risks can increase over time.