

Education Resources General Risk Assessment

Assessment Title	Minimising Covid-19 Exposure – Schools and nurseries re-opening full time from 11 August 2020 (V2)	Generic <input checked="" type="checkbox"/> Specific <input type="checkbox"/>	
Scope of Assessment	1. Headteachers and other senior managers working in schools and other educational settings 2. Employees returning to school settings 3. Pupils returning to school settings	Reference	ER 30/07-2
		No Affected	various

Persons: Employee Service User Contractor Visitor Young Person Public **Frequency:** Monthly Weekly Daily Hourly Occasionally

RISK COLOUR CODE/ SCORE	LOW RISK ✓	MEDIUM RISK	HIGH RISK	VERY HIGH RISK
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Aide Memoir ✓ - present and considered, X considered not to be present													
Hygiene	✓	Workplace	✓	Handling / Lifting	x	Machinery	x	Slip / Trip / Fall	x	Traffic / Driving	✓	Dangerous Substances	✓
Temperature	x	Fire / Explosion	x	Pressure System	x	Environment	✓	Access Equipment	x	Electricity	x	Moving / Falling Objects	x
Work at Height	x	Noise / Vibration	x	Other (s) (note)		Weather	x	DSE / Ergonomics	x	Violence	x	Tools / Work Equipment	x
						Note:							

Hazard/ Concerns	Risk Rating	Control Measures	Residual Risk Rating	Further Action Required
Exposure to Covid-19 infection as a result of direct or close contact with others	16 Very High	<ul style="list-style-type: none"> Two metre physical distancing between adults should be maintained. Signage is in place throughout the school & nursery as reminders. <p>For parents / carers: Provision has been made in the grassed areas outside both school gates to facilitate social distancing. Designated 'waiting areas' are allocated for classes to ensure distance between cohorts of children at the start of the school day and to provide areas for children to locate their parents at the end of the school day. Prompts sent via school app as required.</p> <p>Entrance bubble restricted to one visitor and face mask must be worn. Parents / carers not to come to office unless emergency (exception is to hand in medication)</p>	4 Low	

- *Two metre distancing between adults and children should be maintained.(recognised not always possible e.g. early years or ASN)*
Face masks to be used by teachers / support workers when working one-to-one to support child for 15 mins or more.

- *Wherever possible in primary schools, keep children and young people within the same groups for the duration of the school day with the same teacher and support assistants.*

All classes timetabled to minimise contact with other cohorts.

Staggered entry / exit, morning interval and lunch breaks have been organised to support this.

Playground has been zoned into 4 areas to enable multiple classes to make use of area without coming into contact with each other.

Children line up in class groups to enter school building. Lines are outside classroom door (if on ground floor) or two metres apart.

- *Adults do not generally need to wear face coverings as two metre distancing should be maintained, however may decide to opt to do so through personal choice.*

Adults working with ASN children cannot maintain 2m distance. Face coverings should be worn as national guidance recommends.

- *There may be occasions where this is not possible. Where adults cannot maintain a two metre distance, are interacting face to face for 15 minutes or more, face coverings should be worn.*

- *Introduce a flexible approach to the physical reconfiguration of teaching and non-teaching areas, taking account of hygiene, staffing, supervision and individual learner and staff needs.*

All areas of school have been timetabled for use to minimise contact between groups.

Open area spaces used with small groups by support assistants and teachers must be cleaned before and after use.

Changing rooms not in use for PE changing at this time as they cannot be cleaned between classes.

- *Seating, desks and other heavy traffic work areas e.g. copier rooms should be safely spaced to promote physical distancing.*
All rooms (except classrooms) have signage showing maximum occupancy. Hand sanitiser must be used before using photocopier, paper cutter, laminator etc.
- *Decrease physical interactions generally by looking at staff and pupil movement throughout the establishment.*
All messaging is now done via classroom phones - pupil no longer bring items to the office.
Each class has an admin box outside the door and registers are collected twice daily by support staff (no longer transported to office by children)
Timetabling of classes minimises opportunity of classes being in the same area at the same time for a prolonged period in as much as is practicable.
- *Consider one-way or keep left systems, staggered breaks and starts.*
One-way system not practical within our setting. This has been overcome by timetabling to minimise passing in corridors.
Keep left system is in place.
Staggered entry, exit, interval and breaks are in place.
- *Access classrooms directly from outside where possible.*
All classrooms accessible from outside now use this as their entry & exit point.
Other classes line up with 2m distance from each other.
Classes enter & exit on a staggered basis.
- *Encourage staggered use of staffrooms, break areas and offices to limit occupancy at any one time. Encourage cleaning items after each use including cooking equipment, crockery and cutlery.*

All breaks are staggered.
Limited occupancy in office.
All crockery & cutlery to be washed after use. As per SLC guidance, staff advised to bring and use own cutlery and crockery.

- *No sharing of food and drinks including milk*

All staff and pupils advised.
Nursery children no longer self-serve snack.
No food technology activities at this time
Catering staff provide all portions of food in bags (unless hot meals which are served)

- *Maximise outdoor space throughout the day ensuring those with complex needs or disabilities are not disadvantaged and hygiene arrangements are in place for shared equipment.*

All children use outdoor space during morning interval and their lunch break.
Staff make use of outdoor space to facilitate curriculum as appropriate.

- *Consider integrated procedures and guidance for pupils leaving and returning to school e.g. lunchtime*

Children who are home lunches leave and return by main entrance.
Hand sanitiser used on entry to building
Children escorted to playground / classroom (depending on time / timetable allocation)

- *Encourage parents to consider the most appropriate travel arrangements including, as far as it is safe to do so, walking, cycling and scootering to help reduce unnecessary travel on buses or public transport.*

Parents advised to walk where possible.
No access to school car park. Parents advised to use 'Park & Stride' in George Allan Park. This is a short walk from the school.

Children can bring bikes & scooters but should wait until the end of their line so that they can park them easily and safely within the Cycle Shelter.

- *Ensure that transport providers, including those via SPT, are following all necessary government and industry advice to reduce risk.*

N/A

- *Any works, repairs or maintenance carried out within the establishment should adhere to physical distancing and hygiene measures.*

Contractors are met by Janitors.

Contractors follow sign-in procedures already in place. These will support any Test & Protect protocols required.

Contractors are requested to wear face masks if working within the building

- *Recognise concerns raised by members of the BAME community including supporting individual requests for additional protections in discussion with staff, pupils and families.*

Children can wear face masks if they wish to do so.

All concerns raised by parents of children who are members of the BAME community will be listened to and discussed. Additional supports will be put in place where appropriate and possible.

- *Given current low levels of transmission in Scotland, those previously shielding are now following the same advice as the general population. Arrangements should be put in place for individual circumstances (such as those with underlying health conditions) in line with any specific clinical advice and assessment of risk, particularly where physical distancing cannot always be maintained. Staff should use the South Lanarkshire Council Self-Assessment form to help inform discussion with line managers on these issues.*

Reviewed for individual staff members and children as appropriate.

- Floor markings, signage and posters to be used to keep employees informed on things like maximum room capacity and direction of travel.*
Mixture of SLC and school produced signage and markings used throughout the school and nursery.
- Designate a well ventilated room as an isolation space for anyone showing symptoms of infection.*
Medical room does not have adequate ventilation.
No available rooms within school & nursery.
Isolation area has been set up in area near to office. This area has minimal footfall and has doors that are opened to ensure ventilation.
Child will be supervised by a member of staff at all times.
Staff will wear PPE.
- Limit face to face meetings indoors and adhere to the identified capacity of meeting rooms, staff rooms and areas bases.*
No face-to-face meetings at this time with whole staff or parents. We do not have adequate meeting facilities to support face-to-face meetings with ventilation and social distancing.
All communication by email and telephone.
- Working from home may still be applicable.*
If and where appropriate staff can work from home.
- Contractors, parents and visitors to be kept to a minimum.*
All contractors, parents & visitors advised that they should not come to the school building unless an emergency / absolutely necessary. This should be by prior agreement with the Head Teacher (or janitor / SLC in case of contractor). No 'forgotten' items to be handed in unless medically related.
Visiting specialists will visit by agreement with Head Teacher.
They will have a designated working area and the child that they are working with will be brought to them (unless otherwise agreed with the Head Teacher).

Education Visiting specialists will adhere to SLC rules of one school visit per day and maximum of two children / cohort meetings.

- *Staff have clear advice on dealing with enquiries from the public.*
Staff guidelines provided for different aspects of school & nursery.
Head Teacher will advise on Test & Protect.
Deliveries: Small parcel deliveries to be left in bubble. To be opened a.s.a.p and cardboard disposed of. Gloves to be used or immediate hand sanitisation after handling.
Large deliveries to be brought into main entrance area and packaging removed immediately. Gloves to be used. Packaging to be disposed of.
We do not have accommodation to enable quarantine period.
- *Provide all necessary support to those requiring it to follow these measures e.g. for those with visual impairment or limited mobility.*
Existing supports remain in place and do not require to be changed at this time.
- *Staff and pupil movement between establishments including peripatetic / supply staff should be kept to a minimum.*
Visiting specialists to use conference room.
All windows to be kept open.
Work space to be cleaned before and after use. Janitor to provide cleaning materials to ensure consistency across establishment.
Visiting specialists will not collect children from classes or move around school building. Children will be collected and taken to Conference Room.
No visitors without prior arrangement made with Head Teacher.
No face-to-face parental meetings to be held in school building until further notice.
No school trips or excursions
No face-to-face staff CLPL with other establishments until further notice.

		<ul style="list-style-type: none"> <i>The first aid box should have supplies such as PPE to allow for enhanced protection where required.</i> PPE is located in medical room and isolation area. Accessible to all members of staff. 		
Additional Local Concerns To be completed by assessor		<ul style="list-style-type: none"> - PPE to be used within close contact of children being treated for trips, falls or when clothing changes are needed. - Shared equipment to be cleaned before and after use. - No more than 2 people within ladies toilet and the photocopier room at one time. - No more than 5 people in the staffroom at one time. - No more than 3 people in the main office at one time. - One person in the bubble at one time. - Visiting contractors will be asked to provide details in case 'Test and Trace' is required - Children to eat snacks inside immediately after handwashing 		
Exposure to Covid-19 infection as a result of poor personal hygiene	12 High	<ul style="list-style-type: none"> <i>Ensure that all staff, pupils and visitors are aware of the high importance of frequent and thorough handwashing / sanitising.</i> Handwashing is built into class & nursery routines throughout day. Emphasis put on entry into building, before eating and after using toilet with capacity for 6 times per day. Additional handwashing if a person sneezes or coughs. <i>Ensure that all staff and pupils frequently wash their hands with soap and water for 20 seconds and dry thoroughly.</i> Signage throughout school & nursery to remind / highlight this. Staff remind children of necessity for this. <i>Ensure that sufficient handwashing / sanitising facilities are available.</i> Replenished as required. Checks built into janitor and cleaner's daily routines. <i>Ensure that all staff and pupils clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing.</i> As above 	4 Low	

- *Ensure that all staff and pupils use a tissue or elbow to cough or sneeze and use lidded bins for tissue waste cleaning hands afterwards.*
All classrooms provided with lidded bins.

Bins are lined with plastic bags which are removed at the end of each school day, put into a designated central lidded bin (yellow) before being moved to the bin store after a period of 3 days (as directed by SLC).
- *Ensure that help is available for staff and pupils who may require assistance in accessing hygiene facilities.*
No further support required to be put in place.
Existing protocols are in place to support children requiring support.
- *Anti-viral sanitising wipes provided for regular personal use at computer keyboards, photocopiers and telephones.*
Provision of wipes throughout school & nursery.
- *Ensure that all staff and pupils are encouraged not to touch their face.*
- *Ensure that help is available for children and young people who have trouble cleaning their hands independently.*
All children are able to clean hands independently but are given verbal prompts where required.
- *The majority of staff in education settings will not require PPE beyond what they would normally need when supporting children and young people in their care, even if they are not always able to maintain a distance of two metres from others. PPE will be provided but is only required in a very small number of cases including:*
 - ✓ *Where adults cannot maintain a two metre distance and are interacting face to face for 15 minutes or more*
 - ✓ *Work with children and young people whose care routinely already involves the use of PPE due to their intimate care needs*
 - ✓ *Where a child, young person or other learner becomes unwell with symptoms of coronavirus and a distance of 2 metres in the designated*

		<p><i>area prior to parent collection cannot be maintained or there is risk of splashing from a cough, spit or vomit.</i></p> <p>✓ <i>Any other task that would routinely involve PPE e.g. providing first aid</i></p> <ul style="list-style-type: none"> • <i>Ensure government / public health advice is followed for any member of staff, pupil or visitor showing symptoms of infection.</i> Internal protocol ' Staying Vigilant & Responding To COVID-19 Symptoms' provided for all staff and parents / carers. COVID-19 Infection And Educational Establishments In Lanarkshire Guidance adhered to Coronavirus (COVID-19): Guidance On Preparing For The Start Of The New School Term In August 2020. • <i>Water dispensers can be used with care and those doing so should sanitise their hands before and after use. To reduce usage, staff and pupils should bring their own filled bottle each day which can be topped up during the day if required. Direct access by primary aged children should be avoided. Supervision may be necessary.</i> We don't have the availability of staff to escort the children to and from the water cooler. Instead, each class has been provided with bottles of water to allow bottles to have an additional amount added when they are finished. This isn't required by most children as they bring water bottles that are large and last throughout the day. 		
<p>Additional Local Concerns To be completed by assessor</p>		<ul style="list-style-type: none"> - Lift can be used to move equipment but if possible staff should avoid using it themselves (ie send the equipment to where it needs to go and staff use the stairs) - If a pupil needs to use the lift they must be accompanied by an adult. The adult must wear a face mask. This is the only exception to the 'one person in the lift' rule. <p><i>There are occasions where our lift breaks down and we cannot risk a child becoming trapped alone.</i></p>		

Increased risk of exposure to Covid-19 as a result of poor environmental hygiene

12
High

- *Prior to staff and pupils returning, a clean will take place in all areas including the use of electrostatic spraying.*
 - Built into enhanced cleaning schedules carried out by cleaners
 - Nursery staff use ENZO (not electrostatic) throughout sessions to clean touch points between pods moving to different areas.
 - Hydrostatic spray used weekly

- *An enhanced cleaning regime will be in place including an increased focus on high intensity touchpoints such as door furniture (push plates, handles), wall furniture (light switches, sockets) and sanitary ware to ensure those spaces are sanitised more regularly.*

Carried out by janitor throughout the day.

Toilets cleaned three times per day by janitor (in addition to end of day cleaning by cleaning staff)

Paper towels, soap, hand sanitiser replenished by janitor and cleaners throughout and at end of day.

Enhanced cleaning sprays are used across the school and nursery.

Each class has a cleaning spray (kept out of reach of younger children) and blue roll to use to clean surfaces

- *All areas will be electrostatically sprayed weekly with a protective covering.*

Surfaces in classrooms kept clear to facilitate this.

- *A Start Back kit will be provided to all establishments including disposable gloves, tissues, towel and soap dispensers, viral wipes and aprons.*

Equipment has been distributed to classes as appropriate and central banks are available in our medical room and isolation area.

- *Introduce a clear desk policy and remove unnecessary items from classrooms and work areas to ensure all areas are more easily cleaned*

- *Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts).*

4
Low

All soft furnishings and things that cannot be wiped clean have been removed from nursery playroom, classroom, atrium and break out spaces.

- *Limit the use of shared resources, including those usually taken home. Keep bags off desks and worktops. Any shared materials and surfaces should be cleaned more frequently.*

Bags to be kept on floor as per Government guidance.

Homework diaries can be taken to and from home but not handled by staff in P3-7 classes.

P1 & 2 children will take out diaries and put on desk. Teachers will insert sticker to outline homework. Teachers will wear plastic gloves. Children will then replace homework diaries in their bag.

Frequency = as required by teachers

Children can bring own pencil case but must not share resources with others.

All children have been provided with a personal tray that contains the resources that they will need for their work. These can be used in school but must not be taken home.

Any child who does not have access to a pencil, rubber and ruler at home can be provided with these so that they can complete their homework tasks for uploading onto Google Classroom.

Children will only use their own designated desk unless exceptional circumstances. If they make use of a different desk, it will be cleaned before and after use.

Each class has been provided with a sanitising spray and cloth (replaced daily) as per SLC guidelines.

- *Anti-viral sanitising wipes will be provided for regular use at computer keyboards, photocopiers and telephones.*

- *Lidded bins for tissues are emptied at the end of the day.*

In accordance with SLC guidance, lidded bins are emptied at the end of the day, tied and dated. They are then placed into a large yellow central lidded bin before being moved to the bin store after a period of 3 days.

- *Where safe to do so it is good practice to keep windows and doors open to increase natural ventilation and reduce contact with door handles.*

All windows are open where possible.

Classroom doors are kept open unless closed for short periods to support teaching.

External Fire Doors must be kept closed unless being used to enter / exit building.

- *Although Health Protection Scotland regard this as a non-airborne virus we have taken the following industry guidance from REHVA (European Collaboration Network):*

- *Ventilation Systems bring air into and extract air out of buildings and therefore should remain active – these have been switched on 24/7.*
- *Where air conditioning units cannot be fully fresh air intake these will be switched off.*
- *The opening windows or doors in these areas (except fire doors) should be used to regulate heat alongside the ventilation system.*
- *Server rooms will remain on as no personnel occupy these spaces.*

- *Consider regular meetings with cleaning staff to confirm cleaning regimes, adjust as necessary to take account of high traffic or problem areas and ensure that levels of supplies are maintained.*

Regular discussions are in place between janitor and Head Teacher.

		<ul style="list-style-type: none"> If a pupil, member of staff or visitor has been confirmed as being tested positive for COVID-19 - the Facilities Officer will immediately arrange an electrostatic spray of the entire premise. The product used will decontaminate within minutes. 		
Additional Local Concerns To be completed by assessor				
Increased risk of exposure to Covid-19 and its effects as a result of poor communication	12 High	<ul style="list-style-type: none"> All staff are aware of, and have access to, the full range of Corporate guidance on managing risks associated with Covid-19 including Education Resources Safe System of Work – Covid-19 Working Safely in Educational Establishments. All staff have been emailed copies of Safe Systems At Work protocols. All corporate guidance has been emailed to staff and can be accessed via the Intranet. All staff have been briefed on new working arrangements and understand the role they have to play. New working arrangements have been put into place and all staff are aware of them. Adaptations are being made where necessary and staff advised accordingly. All staff have the opportunity to discuss new working arrangements on an ongoing basis and are aware of how to report concerns. New working conditions are being adapted as required. Zero tolerance of symptoms should be in place and staff will follow strict compliance with current Government guidance in relation to Test and Protect and restrictions on movement. If a child presents with symptoms, all procedures should be followed As per 'Agreement On Joint Working Between NHS Lanarkshire And North Lanarkshire Council And South Lanarkshire Education Departments.' Staff understand Covid-19 infection symptoms and what to look out for. 	4 Low	

Staff and parents have been provided with our 'Staying Vigilant & Responding To COVID-19 Symptoms'

A copy of the above named document has been laminated to be displayed in each class.

- *All visitors including parents, contractors and suppliers are advised not to enter the premises unless previously agreed by the management team. As previously outlined.*
- *Contractors and suppliers are aware of local protocols for entering the premises and safe use of facilities such as toilets.*
- *The establishment provides regular, timely and clear communication about the approach they are taking to recovery*

Updates via our school app.

- *All children and young people and parents are aware of the new arrangements and controls within and their responsibility in taking these forward.*
All information has been communicated via the app and by email.
- *Consider parental surveys/communications to encourage walking, cycling, scootering, park and stride and remind parents of responsible parking, drop off and pick up.*

Encouragement to use 'Park & Stride' within parental guidance documentation for returning to school.

Updated via app messages.

- *The establishment has arrangements for good quality dialogue with pupils about the new measures and any changes.*

Teachers to talk & where appropriate 'walk' through new procedure.

		<ul style="list-style-type: none"> <i>The establishment will ensure its approach co-ordinates with wider easing arrangements nationally and locally to help promote a coherent feel to provision of services and will consider designating a member of management staff to act as a 'Covid Officer' to help take this forward. Regular meetings required to ensure risk mitigation actions remain in place and resolve any issues arising.</i> <p>Central guidance from SLC will continue to be followed.</p> <ul style="list-style-type: none"> <i>The establishment will inform all staff and follow all instructions in relation to the following national programmes available to all establishments within South Lanarkshire :</i> <ul style="list-style-type: none"> ✓ <i>Test and Protect programme</i> ✓ <i>Fast access to Covid-19 testing for staff and pupils</i> ✓ <i>Enhanced surveillance programme for schools and nurseries</i> 		
Additional Local Concerns To be completed by assessor				
Increased risks due to long term closure of the building	12 High	<ul style="list-style-type: none"> Property inspection arrangements will continue prior to schools and nurseries returning in August including required checks such as water, utilities, lifting equipment and fire controls. 	4 Low	
Additional Local Concerns To be completed by assessor				
Additional Risk Areas	12 High	<ul style="list-style-type: none"> <i>Consider Personal Risk Assessments for those employees deemed clinically vulnerable by NHS.</i> <p>Using materials from Personnel as appropriate.</p> <ul style="list-style-type: none"> <i>Review existing Fire Evacuation Plans including PEEPs</i> <p>No PEEPs required at this time.</p>	4 Low	

Fire Evacuation Plan updated.

- *Review existing risk assessments and safe systems of work for practical subject areas in secondary taking account of the controls above.*
Ongoing as guidance is updated and changed.
- *Review existing Health Care Plans, risk assessments and Behaviour Assessment and Support Plans (BASPSs) for children with more complex needs taking account of the controls above.*
Carried out as appropriate
- *Ensure that staff are fully aware of the wellbeing supports available to them including those via South Lanarkshire Council's Employee Assistance Scheme.*
- *Consider new guidance on supporting the mental health and wellbeing of children and young people.*

Incorporated into return to school planning and School Improvement Recovery Planning.

- *Staff should also review all Wellbeing curricular supports available to them including Scottish Government and Education Scotland Guidance and SLC related resources including Promoting Positive Relationships and Understanding Distressed Behaviour, Attachment Theory and Practice, Education Operating Procedure A30 - Supporting those involved in Violent Incidents and Autistic Spectrum Disorder (ASD Consultation).*
- *For all nurseries, the Head is required to complete a "Changes to Service Delivery due to Coronavirus (COVID-19)" notification to the Care Inspectorate by using the eforms. This will allow for your nursery to re-open and re-activate your registration.*

Updated and submitted

Additional Local Concerns To be completed by assessor				

Supplementary recording sheet used? Yes No Number of sheets used: _____

Note on Manager Actions:

Heads and Managers should use this assessment to cover general and local matters specific to their establishment. This local information can be added above to create an overall action plan to help ensure everyone understands what is required of them and how they can best protect themselves and others.

You should review this document in partnership with staff and their representatives, adapt as necessary for your establishment, sign off and share with all persons involved. It is good practice to review these arrangements on an ongoing and regular basis with your team.

Specific Additional Guidance/Notes:		
<ul style="list-style-type: none"> Ed Res Covid_19 Pupils Returning Safe System of Work Current public health approach on clinical vulnerabilities Government direction and guidance on required action available from www.gov.scot/coronavirus-covid-19/ 		
Further Actions/Recommendations	Timescales	Responsible Person
Standard Actions		
Provision of Information, Instruction and Training		

Risk Matrix.					
Use the matrix below to give a general evaluation of risk, based on the most likely outcome.					
Almost Certain (90% - 100%)	5	10	15	20	25
Likely, only to be expected (65 - 88%)	4	8	12	16	20
Probable, not surprising (40 - 64%)	3	6	9	12	15
Unlikely (10 - 39%)	2	4	6	8	10
Rare (0 - 9%)	1	2	3	4	5 **
Likelihood	Insignificant (scratch, minor)	Minor (Lacerations/sprain strains, mild health effects)	Moderate (Minor bone break, temporary minor illness/eye injury)	Major (break of major bone, loss of digit, minor illness, electric shock loss of limb/eye, serious)	Catastrophic (Fatality)

Passing on the details to others within SLC, partners or contractors		
Preparation of Safety System of Work		
Commissioning other specialist risk assessments (please list relevant ones)	1)	
	2)	
	3)	

Consequence					
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** If a fatality is being considered as the principal potential outcome, discussion should take place with the H&S team

Risk Assessor(s):		Manager Name: Dawn Laing	Date: 13.8.20
Reviewer:			
Signature(s)	Date:	Signed:	