This Risk Assessment has been compiled during the Corona Virus Pandemic and must be reviewed when

UK/Scottish Government’s directives are issued, or revoked, to ensure the hazards associated within are applicable and in date.

**Work Activity:** **Potential for transmission of viral infections e.g. - COVID-19 in educational establishments**

**THIS IS A TEMPLATE TO SUPPORT SCHOOLS IN COMPLETING ESTABLISHMENT-SPECIFIC RISK ASSESSMENT**

**Changes since previous version (v6) are highlighted in yellow**

**Existing Control Measures in Place:**

* General work related H&S Risk Assessments/Safe Working Methods(where applicable) and PPE Guidance Forms.
* Application of all professional work practice, processes & procedures.
* Information, Instruction and Supervision implemented and managed.

**Temporary Existing Control Measures in Place:**

* Supporting guidance

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|  | **Hazard** | **Persons Affected** | **Control Measures** | **Risk Rating after Controls****(See Notes in Footer)** | Further Action Necessary (What/Who/When) |
|  | Hazard term should be supported with the description of it occurring and an assessment of the initial Risk (before Controls are applied) | **Employee** | **Visitor** | **Pupil** |  | **Hazard** | **Likelihood** | **Risk** |  |
| 1 | **Some staff/visitors or pupils may be more vulnerable to complications associated with** **COVID-19** **Risk Rating before controls = 9 - HIGH** | checkmark 24 black | checkmark 24 black | checkmark 24 black | All staff must assess their COVID age / vulnerability level using the online [ALAMA tool](https://alama.shinyapps.io/Covid_Age/) and review when there are changes of circumstance.Those with ‘*high risk*’ medical conditions, or who are pregnant, may require an individual risk assessment in line with any specific clinical advice. Levels of advice link to local protection levels in place in line with Scotland’s Strategic Framework. Advice is available [here](https://www.gov.scot/publications/covid-highest-risk/pages/overview/).The [Individual Risk Assessment Flowchart](http://source.stirling.gov.uk/files/cms_attachment/attachment/20821/individualriskassessmentflowchartaugust2021.pdf) should be used to support decision making and planning.Individual Risk Assessments are required for all pregnant women.Any staff required to work at home should have a Working from Home Risk Assessment.BAME staff, pupils and families may be at higher risk. Individual requests for additional protections should be supported where possible. Care should be taken to ensure that BAME staff, pupils and families are involved in decisions about additional protections.Consideration should be given to what action is required for clinically vulnerable staff / children if there is a confirmed case of COVID-19. Where required, individual risk assessments should note action to be taken. A flowchart is available to support decision making.Staff are encouraged to seek vaccination as soon as possible. Information on securing an appointment can be found [here](https://www.nhsinform.scot/covid-19-vaccine/invitations-and-appointments/registering-for-a-coronavirus-vaccine).Vaccination will be offered to key groups of children and young people under 18 years of age as detailed on [NHS Inform](https://www.nhsinform.scot/covid-19-vaccine/invitations-and-appointments/who-will-be-offered-the-coronavirus-vaccine) and to all 16 and 17 year olds.Twice-weekly at home LFD testing is encouraged for staff and secondary pupils, and participants are encouraged to [record their results](https://www.gov.uk/report-covid19-result) (however testing is not mandatory).  | 2 | 2 | **4** **Medium** | Those identified staff members or pupils with underlying health conditions may require an ‘[individual risk assessment’](http://source.stirling.gov.uk/pages/policies-procedures-1) Individual RA saved in SMT Folder[Updated guidance for pregnant staff](https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees) is also available.A blank template template and sample Individual Risk Assessment are available on [SLE Covid-19 Guidance page](http://source.stirling.gov.uk/pages/covid-19-guidance) of the Source as a starting point. This must be completed in partnership with the individual.[HSE Guidance on protecting vulnerable workers including pregnant workers](https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm?utm_source=govdelivery&utm_medium=email&utm_campaign=coronavirus&utm_term=more-2&utm_content=digest-10-jul-20#pregnant_workers) |
| 2 | **Mental health and stress for staff returning to work and who are worried about the risks to their health and the health of their family, disruption to normal workplace, routine and isolation from friends and family.****Risk Rating before controls = 9 - HIGH** | checkmark 24 black | checkmark 24 black | checkmark 24 black | Management will promote health & wellbeing awareness to staff during the Coronavirus outbreak. Recovery planning will offer health and wellbeing support appropriate to the needs of the establishment for staff, pupils and families.  All staff aware of and have access to the full range of corporate guidance on managing risk associated with Covid-19.All staff have the opportunity to discuss new working arrangements on an ongoing basis, particularly when guidance changes.Head of establishment regularly receives updates from Council Management & Corporate H&S Teams. Access to official guidance from [Public Health Scotland](https://www.publichealthscotland.scot/our-areas-of-work/sharing-our-data-and-intelligence/coronavirus-covid-19-data-and-guidance/) available. All staff and pupils should get opportunities to be outside during the day for sunlight and to get some fresh air, these are critical for our health, mood and wellbeing (do this with COVID-19 guidance).    Regular communication shared with all staff via ERIN/Source, etc. offering online training and support to staff. All staff made aware of how to report concerns to their line manager in the first instance, trade union representative or corporate health and safety. | 2 | 2 | **4****MEDIUM** | HTs should ensure that there is dedicated time for induction of new risk management protocols during the staff development days in August.Regular Hans S updates at staff collegiate sessionsThe school Health and Safety group should make the risk assessment visible at all times for staff – stored in staffroom and main entrance. RA also emailed to all staff.[Positive mental wellbeing - resources to support children and young people](https://education.gov.scot/improvement/learning-resources/resources-for-school-staff-to-support-positive-mental-wellbeing-of-children-and-young-people)If staff need support, they can be directed to:  OH Helpline which can be accessed in confidence on **07957 666296**  [GTCS well-being resources](https://gtcsnew.gtcs.org.uk/News/news/health-wellbeing.aspx) [EIS well-being resources](https://www.eis.org.uk/Member-Support/HWResource) [Schools Health and Well-being Improvement Network](https://shine.sphsu.gla.ac.uk/covid-19/)  |
| 3 | **The potential for possible exposure to COVID-19 virus****Risk Rating before controls = 9 - HIGH** | checkmark 24 black | checkmark 24 black | checkmark 24 black | **Physical Distancing** **Primary Schools:**Adult/adult and adult/child distancing of at least 1m (**ideally 2m**) should be maintained as far as possible.**Secondary Schools:**Adult/adult and adult/pupil distancing at least 1m (**ideally 2m**) should be maintained as far as possible.* Young people encouraged to maintain distance from each other, not to crowd or touch peers.
* Physical contact discouraged
* Spaces used to promote distancing
* Class space adjusted to promote distancing e.g. between desks
* Young people sitting side by side and facing forwards, not face-to-face
* Minimise need for congregation when moving round room
* Adjust class groupings to create space where possible

Visitors must be agreed in advance and arrangements appropriately risk assessed. Visitor(s) to the building are limited to those necessary to support children and young people or the running of the school. Consideration should be given to virtual provision of support as appropriate. Any visits to school premises by parents/carers must be agreed with the school and strictly necessary to support children and young people. These should be risk assessed and agreed in advance.Use of outdoor space should be maximised.Movement of children, young people and staff between classrooms should be minimised wherever possible. There should be more frequent cleaning of rooms/areas that must be used by different groups, including staff (e.g. classrooms, toilets, changing rooms and staff areas).Large gatherings e.g. assemblies and crowded spaces should be avoided. Classroom and office window(s) are kept open enough to balance the need for ventilation with keeping people warm. Staff and pupils will be informed so they can dress appropriately. Sanitising wipes or suitable alternative cleaning arrangements should be used by older pupils and staff for areas where shared equipment e.g. ICT resources or desks are unavoidable.Staff meetings only conducted in person if necessary and must comply with physical distancing. Movement between establishments of peripatetic staff should be limited to that which is necessary to support children and young people or the running of the school. Liaison between establishments to facilitate this will be necessary.[Face coverings](https://www.gov.scot/publications/coronavirus-covid-19-public-use-of-face-coverings/pages/where-face-coverings-should-be-worn/) should be worn (except for those who are exempt):* by adults wherever they cannot keep physical distance with other adults and/or children and young people.
* at all times when adults in primary schools are moving around the school in corridors, office and admin areas, canteens (except when dining) and other indoor communal areas, (including staff rooms and toilets);
* at all times for all staff and learners in secondary schools (including special schools and independent and grant aided schools); and
* in line with the updated arrangements for public transport, where adults and children and young people aged 12 and over are travelling on dedicated school transport.
* As a general rule by SLAs and those supporting children with ASN who may routinely work closely with pupils.
* By parents and other visitors to all school sites (whether entering the building or otherwise), including parents at drop-off and pick up.

**Hygiene**On entry to the building, everyone is required to wash their hands or apply hand sanitiser. All should use their own pens when signing in, or use a sanitised pen. Staff and pupils made aware of the importance of handwashing, with soap and water.All staff and pupils should clean their hands on every entry/exit, at transition times and after sneezing or coughing.Handwashing should take place at the nearest sink to designated work area. Soap and disposable towels/hand dryer must be available.Hand sanitising stations will be used as an alternative to handwashing, where hand washing is unavailable. Following application ensure that all liquid has evaporated before touching any surface or using a naked flame.Children, young people and staff can take books and other resources home, although unnecessary resource sharing including textbooks should be avoided, especially where this does not contribute to education and development. Cleaning between uses should be in accordance with the [Health Protection Scotland Guidance for Non-Healthcare Settings](file:///C%3A%5CUsers%5Ctstar%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CUR6GQ4OI%5CDo%20we%20have%20other%20emergency%20arrangements%20in%20place%20for%20staff%5Cpupils%20with%20disabilities%2C%20i.e.%20a%20PEEP%20Plan%20and%20buddy%20system%20for%20evacuation%20of%20premises%3F). Careful hand washing with soap and water/use of hand sanitiser mitigates the need for quarantine of resources. Staff should avoid touching their mouth, nose and eye area.No hot-desking for staff takes place without additional controls in place. Shared equipment, e.g. ICT resources must be cleaned after each use/session using sanitising wipes or other suitable cleaning materials.Easily cleanable resources should be used. Malleable materials and resources with intricate parts should only be shared consistently with the same group of children. Soft furnishing or bedding which cannot be easily cleaned should not be used at this time. **Respiratory and Cough Hygiene**Staff and pupils should be advised to  * Use tissues to cover your mouth and nose when they cough or sneeze (CATCH IT)
* Place used tissues in a bin as soon as possible (BIN IT)
* Ensure everyone washes their hands regularly with soap and water (KILL IT)
* After coughing please clean surfaces to get rid of germs (KILL IT)
* If tissues are unavailable staff and pupils must cough into their elbow.

For the above to be effective, apply guidance around tissues and cleaning materials around the school/nursery building and have them available.  Ensure that help is available for staff and pupils who may require assistance in accessing hygiene facilities. **Personal Protective Equipment**PPE must be used where/when required (gloves and aprons), for example, dealing with spillages of body fluids, cleaning equipment etc. See additional information on PPE in Section 9.Anyone (pupil or adult) wishing to wear face protection should be enabled to do so. | 2 | 2 | **4****MEDIUM** | **Government Guidance**: *Requirement for physical distancing is at least 1m. It is expected that schools will wish to retain these 2m distancing arrangements for logistical reasons. Retaining 2m between adults in schools who do not yet meet criteria for exemption from self-isolation will also help to reduce risk that they are identified as a close contact.* *Maintaining 2m distance between secondary pupils is encouraged where possible.***Exceptions to arranged visits may be appropriate for agencies such as emergency services and HSE.****Music and PE specialist teachers supported when in school****Online assemblies taking place**Santising wipes available in all learning spaces[Scottish Government Guidance on public use of face coverings including exemptions](https://www.gov.scot/publications/coronavirus-covid-19-public-use-of-face-coverings/%22%20%5Cl%20%22Face%20covering%20exemptions)QR sign in code in place[Hand Hygiene – Children’s pack](http://www.nipcm.hps.scot.nhs.uk/resources/hand-hygiene-wash-your-hands-of-them/childrens-pack/)[Instructional video on hand washing technique (NHS)](https://www.youtube.com/watch?v=4ij1I0OB2hk)Hand sanitiser must be stored in a well ventilated place. Keep away from direct heat, sunshine, sparks, flame and other sources of ignition. |
| 4 | **Social Distancing -** **– increased risk of transmission at points of transition** **Risk Rating before controls = 9 - HIGH** | checkmark 24 black | checkmark 24 black | checkmark 24 black | Drop off and pick up times may be staggered to support distancing. * Floor markings, playground markings, signage and posters may be used to keep all informed on direction of travel, safe distancing etc.
* Specific controls/guidance on use of lifts prepared where appropriate, ensuring revised maximum capacity reflects physical distancing.

Parents are discouraged from gathering at the school/nursery. Ensure that physical distancing can be maintained between adults and children at break and lunchtimes. Staggered break and lunch times may be implemented to reduce the total numbers of people in the hall/area at any one time. Movement of pupils around the building may be staggered to reduce large groups of children gathering in one area.**Face Coverings****See updated guidance in section 3** | **2** | **2** | **4****MEDIUM** | **One way system in place****Staggered breaks and lunchtimes remain in place****Government Guidance**: *Requirement for physical distancing is at least 1m. It is expected that schools will wish to retain these 2m distancing arrangements for logistical reasons. Retaining 2m between adults in schools who do not yet meet criteria for exemption from self-isolation will also help to reduce risk that they are identified as a close contact.* *Maintaining 2m distance between secondary pupils is encouraged where possible.* **Cloakroon not be used to avoid large groups of children gathering** |
| 5 | **Increased risk of adult to adult transmission****Risk Rating before controls = 6 - HIGH** | checkmark 24 black |  | checkmark 24 black | Protocol set for the use of staffroom, kitchen and toilet areas for staff. Maximum numbers in space identified. Staff make their own drinks and handle their own food. Staff bring their own crockery and cutlery daily and take responsibility for washing and drying their own cutlery and crockery.Any shared items cleaned after use by individuals e.g. kettle, fridge door, microwave.Meeting rooms have chairs removed to ensure only a minimal number permitted to ensure social distance can be enabled. Window(s) opened where possible. Face coverings guidance followed (Section 3) | **2** | **2** | **4****MEDIUM** | **Government Guidance**: *Requirement for physical distancing is at least 1m. It is expected that schools will wish to retain these 2m distancing arrangements for logistical reasons. Retaining 2m between adults in schools who do not yet meet criteria for exemption from self-isolation will also help to reduce risk that they are identified as a close contact.* Remember to close all doors and windows at the end of the working day. |
| 6 | **Potential risk of contact with viral infections from provision of first aid and medication to pupil/staff member****Risk Rating before controls = 9 - HIGH** | checkmark 24 black | checkmark 24 black | checkmark 24 black | First aiders have access to local handwashing facilities including soap and paper towels/hand sanitiser.Disposable gloves and aprons are provided and should be used.Where possible, child could be supported and supervised to administer own simple first aid, e.g. cleaning of graze and applying plaster. This will minimise need for close contact.Dependant on injury, risk assess whether there is a need to use disposable eye protection (such as face visor or goggles) and/or a fluid resistant surgical mask when there is an anticipated risk of contamination with splashes, droplets of blood or body fluids.Where possible a window is kept open in the first aid room to help ensure good ventilation.Clean hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE. | **3** | **1** | **3****MEDIUM** | Refer to: [Guidance and Advice for First Aiders and First Responders during Covid-19](https://stirlingcounciluk.sharepoint.com/%3Aw%3A/r/sites/bms-docs-temp/_layouts/15/Doc.aspx?sourcedoc=%7BFFF76BB4-1519-4D2B-843A-0B0017C0E3FE%7D&file=First%20Aid%20Guidance%20during%20COVID-19.docx&action=default&mobileredirect=true) |
| 7 | **Improper use of and disposal of PPE- lack of knowledge/training/ understanding on how to use kit/equipment properly.****Risk Rating before controls = 9 - HIGH** | checkmark 24 black | checkmark 24 black | checkmark 24 black | The majority of staff returning to education settings at this stage will not require PPE beyond what they would normally need when supporting colleagues in areas such as first aid, even if they are not always able to maintain recommended physical distancing.  Where PPE (disposable gloves and aprons) is required this will be provided for use by staff.   Staff must use PPE in line with this risk assessment.  Issues with PPE should be raised with management immediately when levels drop to, or approach, the designated restock level. PPE used for prevention of infection during cleaning can be disposed of in a normal bin with lid. If there is a facility for nappy changing then the PPE used for personal care should be disposed of in these, as usual practice. If PPE is used in a suspected case, e.g within isolation room, this must be double bagged before disposing.Where masks have been supplied for staff (e.g. first aiders) they need to be decanted into clean, sealable bags or plastic lidded boxes so that staff each have their own supply for social distancing purposes and keeping the unused masks clean. The following link provides information on donning masks: [**Advice on Donning masks**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878677/PHE_11606_Putting_on_PPE_062_revised_8_April.pdf)The following link provides information on how to safely remove the masks and other PPE: [**Advice on removing surgical masks and other PPE**](https://youtu.be/-GncQ_ed-9w) | **2** | **2** | **4****MEDIUM** | Janitor undertakes daily checks on availability and stock of PPE and cleaning materials in all classrooms and office |
| 8 | **Poor ventilation within the premises may lead to increased risk of circulation of virus.****Risk Rating before controls = 6 - HIGH** | checkmark 24 black | checkmark 24 black | checkmark 24 black | Reference has been made in this risk assessment to having some windows open in various areas, including classrooms, offices, corridors and kitchens to help create general natural ventilation. The risk of air conditioning spreading coronavirus is extremely low.

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| If you use a centralised ventilation system that removes and circulates air to different rooms, it isrecommended that you turn off recirculation and use a fresh air supply. CO2 monitors will be made available to allEstablishments. |

 | **2** | **2** | **4****MEDIUM** | C02 monitors in place and rotated around the classrooms |
| 9 | **Staff providing nappy changing requirements for child/pupil with potential to come into contact with virial infection(s) e.g.** **COVID-19****Risk Rating before controls = 6 - HIGH** | checkmark 24 black |  |  | Staff must wear nitrile disposable gloves on both hands and a disposable apron for all **nappy** changes, a new set of gloves and apron for each child. Both child and staff member must wash their hands after **changing** a **nappy**. | **3** | **1** | **3****MEDIUM** | See above link in hazard No.4**Instructional video on hand washing technique (NHS)** |
| 10 | **Lack of emergency response/fire evacuation procedures****Risk Rating before controls = 6 - HIGH** | checkmark 24 black | checkmark 24 black | checkmark 24 black | **In event of emergency where evacuation is required, everyone must leave building by nearest exit \*.**Review fire evacuation procedures to consider if there are busy areas and whether the current assembly point presents social distancing issues. New evacuation procedures must be rehearsed with children and staff.Ensure that we have agreed places in the playground/assembly point area that are socially distanced for staff and pupils to evacuate to that are not too near each other. Staff and pupils will be informed of where to line up in the event of an alarm going off/designated assembly point communicated to all within the building.Have in place procedures for regular cleaning of the areas of the door most frequently made contact with.  | **3** | **1** | **3****MEDIUM** | **Muster point is on school field rather than playground.****\*Arrangements for evacuation of staff/pupils with disabilities shouls be reviewed, e.g. PEEP Plan/ buddy system**  |
| 11 | **Children, staff or family member display signs or symptoms of COVID-19 at home or in establishment creating potential for transmission from person to person.** **Risk Rating before controls = 9 - HIGH** | checkmark 24 black | checkmark 24 black | checkmark 24 black | **See Appendix 1 Flowchart: Person with symptoms of Covid-19 in Educational Establishment flowchart****OR****Appendix 2 Flowchart: Child, adult or member of household displaying symptoms of Covid-19 at home or referred for testing**Identified close contacts of a positive Covid-19 case will be asked to self-isolate and arrange a PCR test. They should continue to self-isolate whilst awaiting results.If PCR test result is negative, adults who are fully vaccinated and young people under 18 who have no symptoms may end self-isolation and resume daily lives, even if they have ongoing contact with index case. They must remain vigilant and if symptoms newly develop at any time, they must follow NHS guidance, self-isolate immediately and book a PCR test. | **2** | **2** | **4****MEDIUM** | **Medical/testing advice for staff:**Follow [public health guidance](https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf).  You should leave work and self-isolate straight away and, if possible, wear a face covering on route and avoid public transport.  Go online to [NHS Inform](https://www.youtube.com/watch?v=4ij1I0OB2hk) or, if you can’t get online, call 0800 028 2816, to arrange to get tested.   Until you have been tested and told if it is safe to leave home, you must not come in to work, and you must report you are self-isolating to Occupational Health (PAM) via First Day Reporting on 0330 660 0365, and inform your Line Manager .  This means you will not need to request an isolation note through [NHS Inform.](https://www.nhsinform.scot/)If you become unwell while at home, If you become unwell while at home, you should also inform Line manager and PAM, following the above instructions. You should also phone your GP or NHS 24 (111) if you develop breathlessness or it worsens, especially if you:  * are 60 years old or over
* have underlying poor health
* have heart or lung problems
* have a weakened immune system, including cancer
* have diabetes

 If your GP is closed, phone NHS 24 (111). If you have a medical emergency, phone 999 (9 999 from a Council landline) and tell them you have COVID-19 symptoms. If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves.Parents and Staff should be given clear guidance on action which needs to be taken if any member of their household has symptoms. This should include importance of reporting symptoms and / or positive test of any member of household. Cleaning staff will be in the building as scheduled for other parts of the building to carry out their normal duties.  When child or member of staff goes home, the HT should ask that the member of staff or the child’s parents inform school of test result. |
| Have all hazards been identified and appropriate control measures established?**IF NOT THEN A DYNAMIC RISK ASSESSMENT FORM MUST BE COMPLETED** |
| The above measures are designed **to minimise and reduce the risk**. **THEY DO NOT REMOVE THE RISK**.  Not following the above measures **significantly increases the risk to yourself and others**.   This is a situation which is continually evolving. The Schools, Learning and Education Team will keep you up to date with significant developments.    The following guidance is also being updated regularly so please continue to review   [COVID 19 - Guidance for Non-Healthcare Settings](https://www.hps.scot.nhs.uk/web-resources-container/covid-19-guidance-for-non-healthcare-settings/)  [Care Inspectorate](https://www.careinspectorate.com/index.php/coronavirus-professionals?fbclid=IwAR3tNkChFH-Iaqy3tk78ZvXcMq3nfXfnsFGOB4Gvwpf6YiO5Gke1__S-5Vk)  [NHS Inform](https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19)  [Infection Control in Day Care Guidance May 2019](https://www.hps.scot.nhs.uk/web-resources-container/infection-prevention-and-control-in-childcare-settings-day-care-and-childminding-settings/)  [Common Questions – NHS Inform](https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19#common-questions) [Coronavirus (COVID-19): guidance on reducing the risks in schools](https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reducing-the-risks-in-schools/) |
| If there are any concerns regarding the above Risk Assessment and the Risk Assessment process, staff may wish to contact their Unions as listed below:- EIS members can contact:Ann Skillen- Stirling EIS Local Secretarystirling@eis.org.ukDaniel Auldjo – Stirling EIS Health and Safety Representative auldjod07s@glow.sch.ukSSTA members can contact:Gavin Black – Stirling SSTA Local Secretaryblackg03s@glow.sch.ukUNISON members can contact:Lorraine Thomson01786 233093 Stirling Unison Branch OfficeThomsonl34s@stirling.gov.ukGMB members can contact:Brian Wilson – Branch Secretary GMB Stirling07857826651 0131 322 9270 Edinburgh officewilsonb@stirling.gov.ukbrian.wilson@gmbactivist.org.uk |

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**Work Activity: Potential for transmission of viral infections e.g. - COVID-19 in educational establishments**

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| PRE-OPERATIONAL CHECKSRefer to the guidance document (NHS Inform COVID-19)<https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19> |
| OPERATIONAL CHECKS & SAFE WORKING**As an employer it’s our duty to protect all our staff and staff to protect themselves.**1. It is important to be prepared for the possibility of sickness in the workplace by having any necessary cleaning equipment.
2. If staff report in sick with symptoms **Coronavirus disease (COVID-19)** they should follow the steps identified in the [**Corporate COVID-19** risk assessment](https://stirlingcounciluk.sharepoint.com/%3Aw%3A/r/sites/bms-docs-temp/_layouts/15/Doc.aspx?sourcedoc=%7BFAE5F1F7-958A-47E9-BEA7-0642058886D5%7D&file=General%20Prevention%20%26%20Exposure%20Controls%20to%20COVID-19%20RA-SWM-PPE%20Template.docx&action=default&mobileredirect=true) held on the Source/SharePoint/ERIN, they must also seek medical advice/assistance.
3. Welfare facilities to be stocked with adequate supplies of soap, hot running water, proper hand drying facilities, and where applicable hand sanitisers/alcohol gels, **note** that the alcohol gels must consist of at least a ratio of 60%> alcohol based product to be effective against viruses such as Covid-19. Hand sanitisers with more than 60% alcohol content are most effective at killing microbes.
4. Always flush the toilet with the seat and lid down to prevent unnecessary airborne droplets and potential to spread germs.
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| HOUSEKEEPING1. Working/walking area’s kept clear for safe access and egress, prevention of trips, slips, falls.
2. Workstation kept tidy, clear desk policy applied at the end of the working shift.
3. Use sterile wipes to clean hard surfaces, e.g. desk, keyboard, mouse/mat, phone etc. at the completion of your shift.
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| COSHH (Products Used)1. Any cleaning products used will have specific CoSHH Assessments for their safe use.
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| ENVIRONMENTAL CONSIDERATIONS (INCLUDING WASTE DISPOSAL)***(Delete as appropriate or add as required)***For safe disposal of contaminated materials/fabrics, these need to be properly bagged/sealed in a clinical waste bag and treated as a hazardous waste for incineration/disposal.This operation will be performed by staff who have the necessary training to handle body spills/fluids etc.  |
| ADDITIONAL RISKS IDENTIFIED & CONTROLS1. Pre-identified Risk Assessments identify hazards & control measures.

If required a dynamic risk assessment must be completed prior to the works starting & will detail emergency plans. |

**Work Activity:**

Mandatory Items of PPE are highlighted in RED

PPE items in BLACK must be also be used by personnel when the work activity requires it.

(Delete/add to examples below as required to reflect the PPE being used in service)

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| Box-gog2$ | EYE PROTECTION Light eye protection and or splash proof face shield  |
| Dusmask2$ | RESPIRATORY PROTECTION Disposable Pre-Moulded Respirator/surgical face mask |
| Glove2$ | HAND & ARM PROTECTION Disposable Nitrile Gloves |
| C:\Users\millarg\Pictures\Saved Pictures\use_protective_apron_label_a4c7d6e0-da63-4d7c-b71f-5ac95a90745e.png | ApronDisposable apron  |

Identified PPE required for those directly involved in building cleaning operations and other Council services should be included in separate Service Specific Risk Assessments following NHS Inform guidance.

For the latest requirements in Healthcare and Non-Healthcare settings see links below and follow this guidance.

[COVID-19 Information and Guidance for Non-Healthcare Settings](https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf)

[COVID-19 Information and Guidance for Social or Community Care & Residential Settings](https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2980/documents/1_covid-19-guidance-for-social-or-community-care-and-residential-settings.pdf)

Before undertaking any procedure, staff should assess any likely exposure and ensure PPE is worn that provides adequate protection against the risks associated with the procedure or work task being undertaken. All staff should be trained/aware in the proper use of all PPE that they may be required to wear.

In addition:

Staff who have had and recovered from COVID-19 should continue to follow infection control precautions, including the PPE recommended.

**NOTES:**

* It is Stirling Council Policy that you must wear the Personal Protective Equipment supplied to you by your respective service area.
* Please remember Personal Protective Equipment supplied to you is for your Health & Safety.
* Where Mandatory and Task Specific PPE is identified and highlighted, it must be utilised.
* PPE is a last resort in protecting your Health & Safety; risk assessments and developed safe working methods must be adhered to at all times.