




Version 1
March 2019

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

Service/Section -	Education and Children's Services	Risk Assessor (Name/Position)	Rhona Munro Business Manager	Date of Assessment	06/08/2021
Set the scene – (Description of Activity)	<p>Risk Assessment for Full Return to School – August 2021</p> <p>From 18 August 2021, pupils will return to school on a full- time basis. Pupils will not be required to maintain physical distancing within the classroom, however, secondary schools should encourage physical distancing between young people wherever practicable, where there is ample capacity to do so and where it would not affect a full time return. Employees will continue to be required to maintain the distance advised by the Scottish Government, and Health Protection Scotland.</p> <p>For schools with ELC, there has been separate guidance developed for Early Learning and Childcare and this should be referred to for specific guidance.</p> <p>The risk assessment has been developed using current knowledge and following Government, NHS and Health Protection Scotland advice. The Coronavirus (COVID-19): Guidance on reducing the risks from COVID-19 in schools will inform this risk assessment. As advice is updated, the Risk Assessment will be reviewed to ensure schools are following the most up to date guidance.</p> <p>This document must be read in conjunction with any task or subject specific risk assessments/CoSHH assessments, individual pupil risk assessments and <u>Health Protection Scotland Guidance</u>.</p> <p>All employees must comply with all PKC infection control procedures/training and information.</p> <p>There are two routes by which COVID-19 can be spread:</p> <p>Directly; from close contact with an infected person (within 2 metres) where respiratory secretions can enter the eyes, mouth, nose or airways. This risk increases the longer someone has close contact with an infected person who has symptoms.</p>				

	Indirectly; by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching own mouth, nose or eyes. The virus can survive on environmental surfaces for up to 72 hours.					
Approved by (Name/Position)	John Devine	Headteacher	Date Approved & Signature	26/08/2021		Review Date 25/10/2021

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1	Coronavirus (COVID 19) being contracted / transmitted due to exposure to virus by close proximity contact in general	Employees / Pupils / Contracting/transmitting Coronavirus (COVID19) to each other resulting in possible fatality	<p>Shielding Headteachers are aware of the guidance on employees and pupils who are clinically vulnerable and review their risk assessment to ensure that the appropriate mitigations are put in place.</p> <p>A CMO notification will act as a fit note and has been issued to individuals who are on the shielding list. Shielding guidance can be found here.</p> <p>Other vulnerable employees e.g. pregnant workers must have an individual risk assessment carried out.</p> <p>Primary Schools – face coverings Employees in primary schools must wear a face covering when in communal areas, and when they have no option but to work in close proximity to pupils, although it is strongly advised that such activities should be avoided.</p> <p>Secondary Schools – face coverings Employees and all secondary school pupils must wear a face covering when in classrooms and in communal areas of school, unless they have a medical exemption</p> <p>N.B. Communal areas include moving around the school in corridors, office and admin areas,</p>	<p>All parents to be informed of the guidance on NHS Inform and reminded not to send their child to school if they are symptomatic or share a household with someone who is symptomatic. If pupils/families present in this manner they will not be permitted to enter</p> <p>All employees who have not yet done so, to complete PKC Infection control training – this can be accessed via LIGO H,S & Wellbeing section. There is a section on good handwashing practice.</p> <p>Powerpoint on infection control is available on Teams for those unable to access LIGO</p> <p>Face coverings The use of face coverings is a public health requirement, these should be provided by the individual. However, schools will keep a small supply as a contingency, in the event an individual misplaces or damages their own face covering.</p> <p>SMT will monitor compliance with the control measures, reviewing and refining as required and subject to changing guidance/circumstances.</p>	5 x 3 = 15		

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			<p>canteens (except when dining) and other confined communal areas, (including employees rooms and toilets);</p> <p>Primary school physical distancing There is no requirement for physical distancing between children in primary schools however distancing between adults must be maintained unless from the same household. (This will be monitored by school employees)</p> <p>There should be at least 1m distancing between adults and children whenever possible.</p> <p>Secondary school physical distancing Secondary school pupils will not be required to maintain physical distancing within the classroom, but employees will continue to be required to maintain the distance advised.</p> <p>Secondary schools should encourage physical distancing between young people wherever practicable.</p> <p>Hand sanitiser is available for employees within the school for use when not near a sink with soap and water, such as in any of the outdoor play areas. Antibacterial surface wipes(single use), single use disposable gloves- powder free, disposable plastic aprons(single use) are all available within the school.</p>				

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			<p>Employees have been instructed to wash/sanitise hands before putting on PPE and after removing it.</p> <p>Welfare Facilities There are adequate handwashing facilities within the premises and other suitable welfare facilities e.g. toilets/changing facilities.</p> <p>There is a nappy changing area and nappies are placed in a nappy bin and are removed regularly by Initial.</p> <p>All employees are responsible for effective cleaning to ensure safety of all pupils and staff teams.</p> <p>Mitie are undertaking a day clean, in addition to the daily cleaning which is carried out to meet the standards identified in the HPS Guidance.</p> <p>A daily cleaning schedule should be in place to include Kitchens/food preparation areas which will be cleaned prior to use, after each use and in between each group who come to the area.</p> <p>Employees will practice good hygiene practice when using any of these facilities e.g. wiping down surfaces with antibacterial wipes/ cleaning materials that have been issued.</p> <p>All crockery/ cutlery stored away when not in use.</p>	<p>Welfare Facilities Manager/supervisor to identify location of welfare facilities that can be used - some facilities will be out of bounds to reduce the risk of infection. Employees and pupils will be notified of the areas/facilities to use.</p>			

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			<p>Employees will maintain the recommended physical distance during breaks (at least 1m)</p> <p>Staff should use disabled toilets to reduce risk and ensure that physical distancing can be maintained. The toilets in the assembly hall corridor will be designated staff only and should only be accessed by one person at a time.</p> <p>Use of the staffroom is restricted to a maximum of 20 staff at one time. Staff should ensure that they observe at least 1m physical distancing at all times.</p> <p>Usage of rooms such as staff bases have been restricted. Signage has been installed to identify this. Particular attention to the observation of at least 1m physical distancing should be paid at possible gathering points such as kettle/microwave stations.</p> <p>Alex Gibson will be responsible for ensuring hygiene “stations” in secondary, are kept adequately stocked throughout the school day. Carryn Turver will undertake this for nursery and primary. Staff should notify the office if any supplies within their classroom “station” are running low in order that they can be replenished. A generic email address has been created to streamline the ordering process and this has been communicated to staff.</p>				

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			<p>Respiratory and Cough Hygiene (Employees) – ‘Catch it, bin it, kill it’</p> <p>Disposable single use tissues should be used to cover the nose and mouth when sneezing, coughing or wiping and blowing the nose. Used tissues should be bagged as per above. (ONLY when symptoms have been present)</p> <p>Hands should be cleaned with soap and water if possible, otherwise using ABHR after coughing sneezing, using tissues or after contact with respiratory secretions and potentially contaminated objects.</p> <p>Use disposable paper towels to dry hands and place in waste.</p> <p>Employees have been instructed to clean/sanitise hands as regularly as possible and ensure it is done before eating, drinking/vaping/smoking and to avoid touching their face. Follow these simple steps to ensure you and the service users/child’s safety: ensure hygiene and cleanliness.</p> <p>Respiratory and Cough Hygiene(Service Users/Pupils) – ‘Catch it, bin it, kill it’</p> <p>Disposable single use tissues should be used to cover the nose and mouth when sneezing, coughing or wiping and blowing the nose. Used tissue should be bagged as per above. (ONLY when symptoms have been present) Pupils should be</p>				

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			<p>encouraged to cover nose/mouth when sneezing/coughing.</p> <p>Employees will be vigilant regarding pupil's hygiene and will ensure effective hand washing is carried out.</p> <p>Pupil's hand hygiene Employees will ensure Pupils practice good hand hygiene by giving short talks on hand washing.</p> <p>Ventilation Measures are in place based on the common points advised by Property Services previously, at HTs meetings and on site. Refer to the following document - Housing Environment Property Division Document: Heating & Ventilation in a COVID-19 environment.</p>	<p>Ventilation / Monitoring SMT will monitor compliance with the ventilation measures, reviewing and refining as required and subject to changing guidance/circumstances.</p>			
			<p>Risk Score: 5 x 3 = 15 S X L = RS</p>				
2	Coronavirus (COVID-19) being contracted/ transmitted due to exposure to virus by close proximity contact	Employees & pupils contracting/ transmitting	<p>Employees have been made aware of the NHS Inform Test and protect guidance</p> <p>Test and protect guidance is available and support is available for any employees required to self-isolate if contacted by NHS.</p>	<p>If you have two or more confirmed cases of COVID-19 within 14 days, or an increase in background rate of absence due to suspected or confirmed cases of COVID-19, you may have an outbreak. In this situation schools should make prompt contact with their local HPT and</p>	5 x 3 = 15		

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	with persons who are symptomatic.	Coronavirus (COVID-19) through contact with others.	<p>All employees have been made aware of the importance of following public health guidance on when to isolate.</p> <p>All parents have been informed of the guidance on NHS Inform and advised not to send their child to school if they are symptomatic. If pupils present in this manner, they will not be permitted to attend school and their parent must remove them.</p> <p>If an employee or pupil becomes symptomatic while in school, a nominated person must ensure that the <u>HPS guidance</u> is followed.</p> <p>If a member of staff or pupil becomes symptomatic while in school, a nominated member of staff must ensure that the <u>HPS guidance</u> is followed. The individual will be taken from their class and isolated in an empty classroom until they are picked up by a family member, or by ambulance.</p> <p>PPE kits are held in the first aid room to be deployed to the appropriate location.</p> <p>Once the individual has left, the room must be placed out of bounds, and Mitie must be informed immediately, in order that they can carry out the necessary cleaning. PPE should be worn when this cleaning is undertaken.</p> <p>Headteachers to reinforce with employees the information contained in the guidance on COVID-19 Test and Protect process :</p>	<p>Education and Children’s Services, using the NHS flowchart.</p> <p>If you have increased rates of respiratory illness, you should also be alert to the possibility that this could be due to COVID-19 and contact your local HPT for further advice.</p> <p>SMT will monitor compliance with the ventilation measures, reviewing and refining as required and subject to changing guidance/circumstances.</p> <p>Testing of contacts All close contacts identified by Test and Protect should book a PCR test. Public health advice should be followed in relation to self-isolation depending on individual circumstances and test results.</p> <p>Twice- weekly lateral flow testing is available to all staff and all secondary pupils.</p> <p>Staff or pupils who are either symptomatic, live in a symptomatic household, or are identified as a close contact should not used the lateral flow testing in place of the PCR available under these circumstances.</p>			

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			<p>https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect/</p> <p>At home testing using lateral flow devices is available for employees in primary, secondary, special schools & secondary pupils (there is currently no requirement for primary school pupils to be tested although parents who wish may use the testing universal offer).</p> <p>A separate risk assessment for lateral flow testing has been developed and must be referred to.</p> <p>HTs must ensure that information is shared with employees participating in the testing programme and the risk assessment is shared with all employees.</p> <p>If an employee is symptomatic, they should self-isolate and book a test as soon as possible. This can be done by making a self-referral or requesting an employer led referral.</p>	SMT will monitor compliance with the control measures, reviewing and refining as required and subject to changing guidance/circumstances.			
			Risk Score: 5 x 3 = 15 S X L = RS				
3	Coronavirus (COVID-19) being contracted/ transmitted due to exposure to virus by close proximity contact with parents,	Employees Pupils Contracting/ transmitting	<p>Scottish Government guidance is that access to all educational establishments should be restricted.</p> <p>Only authorised employees and pupils will enter the building. The only exception would be in the event of an emergency (fire/ambulance) or essential maintenance.</p>		5 x 3 = 15		

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	visitors and contractors.	Coronavirus (COVID-19) through contact with others.	<p>Parents and other visitors to the school must be by appointment only, alternative methods of communication, such as telephone or video calls should be used for parental engagement.</p> <p>If face to face meetings with parents are required, these should take place in the meeting rooms off the library to ensure that at least 1m physical distancing can be observed and that access to the school is minimised as far as possible.</p> <p>When on school grounds, for example at drop-off and pick up times, adults should wear face coverings and observe at least 1m physical distancing. Signage has been installed to reinforce this message.</p> <p>Any essential contractor on site must be briefed before entry on the systems in place at the school in terms of infection control, and any internal routes. Face coverings must be worn on campus grounds and within buildings. Where possible, works should be undertaken outwith core school hours.</p>				
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4	Coronavirus (COVID-19) being contracted/ transmitted due to exposure to virus at arrival	Employees & pupils contracting/ transmitting	<p>Consideration to be given to parking available at school for employees.</p> <p>Employees should be reminded of the need to maintain physical distancing when using car parks.</p>	Face coverings should be worn by adults, children and young people aged 12 and over when travelling on dedicated school transport	5 x 3 = 15		

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	and departure from school.	Coronavirus (COVID-19) through contact with others at busy points in the day.	<p>Employees should be advised that they should avoid public transport and car sharing if possible.</p> <p>S1-3 pupils should enter the school using the fire doors into the assembly hall.</p> <p>S4-6 pupils should enter the school using the doors at the end of the street, off Alma Avenue.</p> <p>At break and lunchtimes, pupils should access the building as follows:</p> <p>S1-3 pupils should enter the school using the doors from the amphitheatre into the dining centre.</p> <p>S4-6 pupils should enter the school using the doors at the end of the street, off Alma Avenue.</p> <p>Entrance doors in these specific locations should be wedged open to minimise touch points and reduce bunching during periods of transit.</p> <p>Staff should monitor the flow of traffic to ensure that crowding and congestion is avoided.</p> <p>Primary children should enter through the doors off the playground.</p> <p>Nursery children should enter via the nursery outdoor area.</p>	SMT will monitor compliance with the control measures, reviewing and refining as required and subject to changing guidance/circumstances.			

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			<p>School transport will operate as an extension of the school estate and therefore physical distancing will not be required on dedicated transport.</p> <p>Risk Score: 5 x 3 = 15 S X L = RS</p>				
5	Coronavirus (COVID-19) being contracted/ transmitted due to exposure to virus by close proximity contact while moving around the school.	Employees & pupils contracting/ transmitting Coronavirus (COVID-19) through contact with contaminated materials and surfaces, and with others.	<p>Directional signage installed and followed by employees and pupils.</p> <p>Signage has been installed throughout the building advising of single file, keep left protocol.</p> <p>Primary Schools – face coverings Employees in primary schools must wear a face covering when in communal areas, and when they have no option but to work in close proximity to pupils, although it is strongly advised that such activities should be avoided.</p> <p>Secondary Schools – face coverings Employees and all secondary school pupils must wear a face covering when in classrooms, in communal areas of school, unless they have a medical exemption.</p> <p>Risk Score: 5 x 3 = 15 S X L = RS</p>	<p>Given the width of corridors and stairwells, flow of staff and pupils around the school will be on a single file, keep left basis.</p> <p>Windows on stairwells should be open to maximise ventilation.</p> <p>Staff should avoid corridors at bell times, remaining in their rooms and transitioning after pupils have moved.</p> <p>Queuing in the dining centre will be managed to avoid crowding. A one-way system for purchases at morning break will be followed with entrance via the amphitheatre doors and exit via Alma Avenue.</p> <p>SMT will monitor compliance with the control measures, reviewing and refining as required and subject to changing guidance/circumstances.</p>	5 x 3 = 15		
6	Coronavirus (COVID-19) being contracted/	Employees & pupils contracting	Employees will remain with consistent groups where possible.	Consideration should be given to non-practical subject classes remaining in	5 x 3 = 15		

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	transmitted due to exposure to virus by close proximity contact within the classroom.	g/ transmitting Coronavirus (COVID-19) through contact with contaminated materials and surfaces, and with others.	<p>Schools have used their building plans to map out potential layouts and employees have had input into this.</p> <p>Classes will take place in rooms that have enough space to ensure that employees can maintain the recommended minimum 1 metre physical distancing from pupils, although pupils are allowed to work in groups</p> <p>For secondary schools, individual subject areas have reviewed their existing risk assessments to consider good practice in hand and respiratory hygiene and physical distancing between employees and pupils and identifying additional controls and mitigations that may be required to minimise risk.</p> <p>Outdoor lessons allow for more free space so pupils can go outside, remaining physically distanced from employees.</p> <p>Ventilation Measures are in place based on the common points advised by Property Services previously, at HTs meetings and on site. Plans are in place to ensure sufficient ventilation and schools will have considered additional controls. Refer to the following document - Housing Environment Property Division Document: Heating & Ventilation in a COVID-19 environment.</p>	<p>the same room, with the teacher moving between rooms.</p> <p>Within practical subject classes, work areas for pupils will remain, but areas must be marked out for teachers, to ensure they remain distanced from the pupils. This may require a change of location of the teacher's desk and workstation</p> <p>Individual subject risk assessments should be completed for practical subjects.</p> <p>Within other classrooms, the desks must be laid out to ensure physical distancing between employees and pupils. Consideration to be given to the routes in and out of the classroom</p> <p>Furniture may be moved to provide physical barriers. To ensure space, some furniture and resources should be removed to storage.</p> <p>Classes should have access to sinks, with soap and water and/or to hand sanitisers, to allow teachers and pupils to clean their hands after activities, and when entering and leaving the classroom.</p>			

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			<p>Classrooms must be adequately ventilated when occupied. Windows and doors should be open (min 15%) to allow for the free flow of air throughout the building.</p> <p>Purging should be considered when rooms are empty with all windows and doors left wide open.</p> <p>Automatic mechanical ventilation and air handlers have been adjusted to 100% fresh air and to achieve required exchange of air.</p>	SMT will monitor compliance with the control measures, reviewing and refining as required and subject to changing guidance/circumstances.			
			Risk Score: 5 x 3 = 15 S X L = RS				
7	Coronavirus (COVID-19) being contracted/ transmitted due to exposure to virus by close proximity contact during break times.	Employees & pupils contracting/ transmitting Coronavirus (COVID-19) through contact with contaminated materials and	<p>Access to the staffroom at lunchtime will be staggered and a rota provided. All employees will provide their own crockery and cutlery. Food must be labelled if stored in the staff room.</p> <p>Employees have the option of having break in their base, provided at least 1m physical distancing is maintained.</p> <p>Face coverings must be worn by employees when using welfare facilities e.g. water fountain or kettle stations etc.</p> <p>Schools have considered social areas and toilets, and allocated these to special groups. This has been communicated to employees and pupils.</p>	<p>Staff should use disabled toilets to minimise any potential exposure to the virus through proximity to others ensuring that at least 1m physical distancing is maintained.</p> <p>Disabled toilet in support corridor should not be used by staff.</p> <p>SMT will monitor compliance with the control measures, reviewing and refining as required and subject to changing guidance/circumstances.</p>	5 x 3 = 15		

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		surfaces, and with others.	<p>Areas where physical distancing cannot be achieved have been marked out e.g. some toilet cubicles.</p> <p>Staff rooms have been marked out to ensure physical distancing, with a maximum number of occupants displayed on the door. Staff must observe at least 1m physical distancing at gathering points such as kettles, microwaves, sinks etc.</p> <p>Risk Score: 5 x 3 = 15 S X L = RS</p>				
8	Coronavirus (COVID-19) being contracted/ transmitted due to exposure to virus by close proximity contact outdoors.	Employees & pupils contracting/ transmitting Coronavirus (COVID-19) through contact with others.	External areas are recommended for the benefit of ventilation and fresh air.	<p>Classes will stay with their peers for learning.</p> <p>Outdoor space timetabled to ensure priority for PE classes. To be circulated.</p> <p>Learning activities should be identified to allow for physical distancing between pupils and staff. Pupils currently do not have to distance from each other but do need to keep apart from staff.</p> <p>PE can take place indoors subject to appropriate risk assessments being in place and governing body advice being followed. Maximum numbers (33) should be observed in each hall.</p>	5 x 3 = 15		

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				<p>Any resources used externally must be cleaned between use by groups of pupils.</p> <p>If outdoor equipment is being used, schools should ensure that multiple groups do not use it simultaneously, as well as considering appropriate cleaning between groups of children using it.</p> <p>Appropriate clothing should be worn for the particular outdoor activity.</p> <p>Employees should decide how and when children will get changed if clothes get dirty/wet.</p> <p>Changing rooms can only be used in exceptional circumstances and if risk assessment is adhered to. This covers enhanced cleaning arrangements, physical distancing and maximum capacities.</p> <p>SMT will monitor compliance with the control measures, reviewing and refining as required and subject to changing guidance/circumstances.</p>			
			<p>Risk Score: 5 x 3 = 15 S X L = RS</p>				
9	Coronavirus (COVID-19) being contracted/	Employees & pupils contracting	Schools will ensure that all cash handling is eliminated by accepting electronic payments.	Schools will communicate with parents electronically or by phone informing	5 x 3 = 15		

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	transmitted due to exposure to virus by close proximity during administrative office duties.	g/ transmitting Coronavirus (COVID-19) through contact with contaminated materials and surfaces.	<p>After using Multi-function devices (MFDs), printers and other equipment, employees should ensure that they wash or sanitise their hands.</p> <p>Employees must should sanitise their hands before and after the use of MFDs, printers and other equipment.</p> <p>School offices have been laid out to ensure that at least 1m metre distance is maintained between employees, with alternative accommodation considered if necessary.</p> <p>Pupils and other employees should only enter the school office with the permission of those working there to ensure that physical distancing is maintained.</p> <p>Signage is in place reminding employees of the need to wipe down equipment and physically distance whilst in office.</p>	<p>them that only cashless payments are accepted.</p> <p>SMT will monitor compliance with the control measures, reviewing and refining as required and subject to changing guidance/circumstances.</p>			
			<p>Risk Score: 5 x 3 = 15 S X L = RS</p>				
10	Coronavirus (COVID-19) being contracted/ transmitted due to exposure to contaminated waste.	Employees & pupils contracting/ transmitting	<p>Schools have contracted services in place for the disposal of nappies and medical waste.</p> <p>Confirmation received from Environmental and Waste colleagues that used PPE and tissues can be disposed of in general waste.</p>	SMT will monitor compliance with the control measures, reviewing and refining as required and subject to changing guidance/circumstances.	5 x 3 = 15		

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		Coronavirus (COVID-19) through contact with contaminated waste, such as discarded PPE, tissues and personal care materials.	<p>If waste has been in contact with a suspected case of COVID-19, then it needs to be double bagged and kept for 72 hours before disposal.</p> <p>Schools have identified areas where required a foot operated, lidded bin, to meet the above requirements only.</p> <p>Risk Score: 5 x 3 = 15 S X L = RS</p>				
11	Coronavirus (COVID-19) being contracted/ transmitted due to exposure to contaminated equipment and furniture.	Employees & pupils contracting/ transmitting Coronavirus (COVID-19) to each other through contact	<p>All equipment will be sanitised prior to, and after, each use using antibacterial wipes/spray/cleaning equipment that has been provided.</p> <p>After employees have cleaned equipment, they will follow good hand hygiene practices.</p> <p>Employees will minimise the use and sharing of resources in classroom settings and restrict numbers using equipment.</p> <p>All resources that cannot be washed have been removed.</p>	SMT will monitor compliance with the control measures, reviewing and refining as required and subject to changing guidance/circumstances.	5 x 3 = 15		

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		with surfaces.	<p>Laptops, iPads and computers will be cleaned by the user before and after use.</p> <p>Books from school libraries will be quarantined for 72 hours on return to school, with book drops and trolleys considered for this purpose.</p> <p>Schools also have the option of practicing good hand hygiene by washing hands with soap and warm water/use of alcohol-based hand sanitiser before and after handling text books, jotters (or other pieces of equipment) mitigating the need for quarantine for 72 hours before, and 72 hours after. Good respiratory hygiene (“Catch it, kill it, bin it”) is also required at all times.</p> <p>Classrooms arranged to ensure that furniture is easily cleaned, with the removal of furniture and resources that may prove challenging to keep clean, such as soft furnishings.</p> <p>Desks and chairs should be cleaned before and after a period of use by employees and pupils with the wipes provided.</p> <p>Movement between work stations and classrooms should be minimised</p> <p>Employees should not share telephones, desks, IT equipment and other resources if possible.</p> <p>Risk Score: 5 x 3 = 15 S X L = RS</p>				

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12	Coronavirus (COVID-19) being contracted/ transmitted to a pupil or an employee who is vulnerable. This would include pregnant, Black, Asian and Minority Ethnic (BAME) and clinically vulnerable persons.	Employees & pupils contracting/ transmitting Coronavirus (COVID-19) to each other.	<p>Schools will have identified employees who are classified in the vulnerable category, in terms of the NHS Inform guidance</p> <p>Employees and pupils who are in the other vulnerable categories can attend school if an individual risk assessment is carried out.</p> <p>Underlying health conditions, BAME, pregnant workers template available from the Health, Safety & Wellbeing team page.</p> <p>The Scottish Government have provided a risk scoring matrix to assist schools identifying actions to take, based on the individual's "COVID age"</p> <p>There is guidance available from the EIS for employees who are BAME EIS guidance for BAME and this can be referred to for further information.</p> <p>There is also guidance available from the Scottish Government</p>	<p>Arrangements must be made to review the job role risk assessment with the individual employee, or in the case of a pupil, carry out a supplementary risk assessment with the pupil and/or their parent carer. This will consider the job role in terms of the ability to physically distance</p> <p>N.B. There is some wider evidence that children, young people and adults from a Minority Ethnic background who are infected with COVID-19 seem to be at higher risk of severe disease.</p> <p>Consequently, the concerns within Minority Ethnic communities must be recognised and individual requests for additional protections should be supported wherever possible. Responding to requests for additional protections may include offering access to support from occupational health services (OHS) and the provision of individual risk assessments. Care should be taken to ensure that Minority Ethnic children, young people, families and employees are involved in decisions about additional protections - automatic referrals to OHS should not be made.</p>	5 x 3 = 15		

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				<p>Head teachers should ensure that managers in school have sensitive, supportive conversations with all Minority Ethnic employees, which also consider their health, safety and psychological wellbeing and personal views and concerns about risk. Wellbeing support services should be promoted to all Minority Ethnic employees.</p> <p>All Minority Ethnic employees from South Asian backgrounds with underlying health conditions and disabilities, who are over 55, or who are pregnant, should be individually risk assessed, and appropriate reasonable adjustments should be made following risk assessment.</p> <p>Support can be sought in completing the individual risk assessments through the school's QIO, from Occupational Health or from the Corporate Health & Safety Team.</p> <p>Exemplars have been developed for use for individual employees and for pupils who are in the high-risk category, focusing on the requirement to maintain strict physical distancing</p>			

Ref No:	What are the hazards?	Who might be harmed and how?	What are you already doing? (existing controls)	What further action is necessary? (further controls)	Residual Risk Score	Action by whom / by when?	Date completed
			<p>Risk Score: $5 \times 3 = 15$ $S \times L = RS$</p>	For pupils with ASN that may find it difficult to physically distance, advise should be sought from Inclusion Team to determine whether the pupil can be accommodated in school, or whether alternatives should be explored.			
13	Coronavirus (COVID-19) being contracted/ transmitted due to exposure to virus by close proximity due to using contaminated care equipment.	Employees & pupils contracting/transmitting Coronavirus (COVID-19) to each other.	<p>Employees will ensure that the service is inclusive and meets the needs of all users.</p> <p>If a pupil has additional support needs (ASN), where single use is not possible, employees should use dedicated care equipment provided for the child (wheel chairs/walking aids/hoists). If it is not possible to dedicate pieces of equipment to the individual, such as moving/handling aids, the equipment must be decontaminated immediately after use and before use on any other individual.</p> <p>A risk assessment is in place for Intensive Support Provision and must be referred to.</p> <p>Risk Score: $5 \times 3 = 15$ $S \times L = RS$</p>		$5 \times 3 = 15$		
14	Coronavirus (COVID-19) being contracted/ transmitted due to contaminated clothing.	Employees & pupils contracting/transmitting Coronavirus (COVID-19) to	<p>Employees have been advised of the importance of personal hygiene.</p> <p>If pupils require clothing changed for any illness related or medical reason, employees must not shake the clothing – not shaking minimises the possibility of dispersing virus through the air. Clothing should be bagged to return to the pupil's parent. After handling dirty clothing, ensure hand hygiene is carried out.</p>	For individual families where employees are aware of particular challenges that this may present, employees should ensure that the additional control measures, such as physical distancing, hand washing and cleaning, are in place.	$5 \times 2 = 10$		

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		each other.	<p>Risk Score: 5 x 3 = 15</p> <p>S X L = RS</p>				
15	Coronavirus (COVID-19) being contracted/ transmitted due to contact with bodily fluids.	Employees & pupils contracting/ transmitting Coronavirus (COVID-19) to each other.	<p>If toileting is required, existing procedures must be followed, such as wearing gloves/aprons and sanitising hands.</p> <p>Employees undertaking personal care will use a face mask Type IIR, over and above the usual gloves and apron, as they will be unable to maintain physical distancing from the pupil.</p> <p>Nappies will be bagged and disposed of as per local procedures in nappy bin. Ensure hand hygiene is carried out.</p> <p>Usual procedures for dealing with sickness should be followed, using a spill kit if provided. Infection control procedures will be followed.</p> <p>Once dealt with, the area will be spot cleaned, and items disposed of in accordance with infection control guidelines.</p> <p>First aiders will act in accordance with their training, using the PPE provided.</p> <p>First aiders will wear a face mask when administering first aid.</p>	<p>Instruction given to employees who are in the high-risk categories that they MUST NOT carry out first aid duties, as they are unable to maintain physical distance while carrying out this task</p> <p>SMT will monitor compliance with the control measures, reviewing and refining as required and subject to changing guidance/circumstances.</p>	5 x 3 =15		
			<p>Risk Score: x =</p> <p>S X L = RS</p>				

Ref No:	What are the hazards?	Who might be harmed and how?	What are you already doing? (existing controls)	What further action is necessary? (further controls)	Residual Risk Score	Action by whom / by when?	Date completed
16	Pupils with ASN who may provide challenges to physical distancing and hand and respiratory hygiene.	Employees & pupils contracting/transmitting Coronavirus (COVID-19) to each other.	<p>All pupils with additional support needs who may not be able to physically distance from employees have been identified and individual risk assessments are in place. These will be shared with employees who will work with them. Information is held in the centre.</p> <p>If it has been identified separately and if the nature of the ASN presents a risk of spitting or close contact, then employees will be offered PPE, in the form of gloves, goggles and face masks, when working closely with them.</p> <p>Risk assessment for Intensive Support Provision has been developed and must be referred to.</p> <p>Risk Score: 5 x 3 = 15 S X L = RS</p>	<p>For pupils with sensory issues, consideration should be given to managing hand and respiratory hygiene and this must be included in the individual pupil's risk assessment.</p> <p>It should be considered what additional support should be put in place to assist employees and pupils in following directional and advisory signs and amended school rules, including physical distancing and keeping in pupil groups. Employees must be clear about action to be taken in the event the pupil does not follow instruction and strategies to address this must be included in the individual pupil's risk assessment, and shared with employees.</p>	5 x 3 = 15		
17	Administration of Medication.	Employees & pupils contracting/transmitting Coronavirus (COVID-19) to each other.	<p>Medication is clearly labelled with pupil's name and dosage.</p> <p>Medication paperwork is in place for all those who require it.</p> <p>If physical distancing cannot be achieved when administering medication, consideration is given to alternatives, such as support for self-administration, parental input or, if it cannot be avoided, the use of PPE in the form of gloves, goggles, apron and fluid repellent surgical face mask.</p>	<p>Consideration must be given to how medication is stored within school and administered to the individual pupil.</p> <p>Individual Protocols for pupils must be reviewed to take into account infection control and physical distancing.</p> <p>HPS Guidance advises on how to manage tasks where physical distancing cannot be achieved</p>	5 X 3 = 15		

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			Risk Score: 5 x 3 = 15 S X L = RS				
18	Fire	Employees, pupils and contractors. Additional risk from fire due to the change in school operations.	Fire evacuation is in place. Fire drills carried out regularly. Mitie employees test the fire alarm on a weekly basis to ensure they are working properly. Tayside Contracts/Mitie will have included fire system testing as part of their own risk assessment.	Fire evacuation plan must be reviewed to take account of changes to operations. This will include exit routes, newly implemented one-way systems, exit doors, fire marshals and location and spacing of muster points. Once reviewed, procedures must be shared with all employees and pupils and a fire drill must be held within two weeks of the school term commencing. Steps must be taken to ensure that fire marshals maintain a minimum of 1 metre distance from the pupils while evacuating and while mustering.	5 x 3 = 15		
			Risk Score: 5 x 3 = 15 S X L = RS				

Risk Matrix

Likelihood				
1 = Not likely to happen	2 = Could happen but most unlikely	3 = I can see that happening at some given time	4 = I knew that would happen, and not just once	5 = This is definitely going to happen every time

Severity					
1 = Insignificant - no injury, damage to equipment, clothing	1 LOW	2 LOW	3 LOW	4 LOW	5 MED
2 = Minor injury – cut bruise, requiring first aid	2 LOW	4 LOW	6 MED	8 MED	10 MED
3 = Moderate injury - over 3 days absence, hospital	3 LOW	6 MED	9 MED	12 HIGH	15 HIGH
4 = Specified injury - broken bone, more than 7 day absence etc.	4 LOW	8 MED	12 HIGH	16 HIGH	20 HIGH
5 = Fatality	5 MED	10 MED	15 HIGH	20 HIGH	25 HIGH

Description of Risk Level		Actions
LOW	If an incident were to occur, there would be little likelihood that an injury would result.	LOW (1 to 4) Monitor to ensure controls are maintained.
MEDIUM	If an incident were to occur there is a risk that an injury requiring first aid would result or there is the possibility of a fatality.	MEDIUM (5 to 10) Look to improve within specified timescale and consider Further Controls(SFAIRP)
HIGH	Significant risk of fatality, damage to property and or environmental impact.	HIGH (12 to 25) Whilst it may be possible to carry on with the task, realistic timescales will be required to be set to for the implementation of the further controls