**Education Resources General Risk Assessment**

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| **Assessment Title** | **Minimising Covid-19 Exposure – Full Pupil and Staff Return to School August 2020 GREENBURN** | **Generic**  **Specific** | |
| **Scope of Assessment** | 1. All staff working in Greenburn School 2. All Greenburn School Pupils | **Reference** | ER  27/05-1 |
| **No Affected** | various |

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| **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 | | | | | | | | Machinery | **x** | Slip / Trip / Fall | **x** | Traffic / Driving | ✓ | Dangerous Substances | | ✓ |
| Hygiene | ✓ | Workplace | ✓ | Handling / Lifting | | | x | Environment | ✓ | Access Equipment | x | Electricity | x | Moving / Falling Objects | | x |
| Temperature | x | Fire / Explosion | x | Pressure System | | | x | Weather | x | DSE / Ergonomics | x | Violence | x | Tools / Work Equipment | | **x** |
| Work at Height | x | Noise / Vibration | x | Other (s) (note) | | |  | 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 in the workplace** | | | | | 12  High | * Staff are to maintain a minimum two metre (six feet) distancing whilst at work, where possible. * Ensure that staff and pupils (with support) are aware of the importance of frequent and thorough handwashing / sanitising * Ensure that sufficient handwashing / sanitising facilities are available. * Ensure that all staff and pupils clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing * Ensure that all staff and pupils use a tissue or elbow to cough or sneeze and use bins to dispose of – ‘Catch it, Bin it, Kill it’ protocols. * Ensure that help is available for anyone who may require assistance in accessing hygiene facilities * Ensure government advice is followed for any staff and/or pupil showing symptoms of infection * Appropriate signage should be in place to ensure good hygiene practice. * Use of PPE must be used when supporting children with intimate care and when administering first aid or medication. Masks, gloves, aprons are available for staff. * Secretion bins (white pedal bins) to be in every classroom. All tissues and gloves which have been used to help clean a child will be disposed of in these bins. * Movement of pupils and staff between classrooms should be minimised. Clear ‘Stick to the Right’ policy in place with appropriate signage throughout the school. * Care to be taken round sanitising points, check for spillages. * Spillages round sanitising point should be cleaned quickly to avoid accidents. | | | | | | | | 4  Low | Yes | |
| **Additional Local Concerns**  To be completed by assessor | | | | |  | * On entry to the building, all staff are to sanitise their hands and sign in using own pen. * Most children will enter school via, fire exit door at gym hall. These doors will be manned by a member of the SLT. This will give everyone more space and will prevent a ‘choke hold’ in the bus corridor. * On arrival at school children will enter the gym hall and go to their appropriate class station, hands will be sanitised and bags left to be sprayed with ozone spray. Children will then go outside to the playground before class. * Children who use wheel chairs will use bus entrance door, their wheel chair will be sprayed with the ozone spray before they join their class outside. * School open area will be used as an extra staffing location to allow staff to distance themselves from each other. | | | | | | | |  |  | |
| **Exposure to Covid-19 infection as a result of poor workplace hygiene** | | | | | 12  High | * Facilities staff regular clean (at least twice daily) commonly touched objects, such as door handles. * All classes have a detergent spray and cloth to be used when cleaning surfaces, regularly throughout the day. * Introduce a clear desk policy to ensure all areas are cleaned more easily * Teaching staff and children have their own work desk station. * Remove unnecessary items from classrooms and other work areas where there is space to store it elsewhere * Where possible, all spaces should be well ventilated using natural ventilation. This should take account of existing guidance on things like fire and security. All classroom windows should be open throughout the school and if it is safe to do so, classroom doors should be opened. * Distancing arrangements to be tailored to each work location / station * Hot-desking / shared desks to be avoided. * All keyboards, phones and photocopiers should be wiped down after use. * Reduce the use of shared resources, including those usually taken home by employees. * Floor markings, signage and posters to be used to keep employees informed on things like direction of travel * Lifts should only have one child with one accompanying adult. * Face to face meetings indoors to be avoided where possible * Contractors and visitors to be kept to minimum where possible. * Employee have clear advice on dealing with enquiries from the public * If an employee 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 the premise within 2 minutes. | | | | | | | | 4  Low | Yes | |
| **Additional Local Concerns**  To be completed by assessor | | | | |  | * Children have access to their own box of personal resources, these will not be shared with other children. * Shared resources will be cleaned regularly and only used within that ‘class bubble’. * Specialist equipment will be sprayed with ozone spray when children enter school and after using (wheelchairs, specialised seating, standing frames.) * Soft play and sensory rooms must only have a maximum of two children from same class bubble with supporting adult. These rooms must be sprayed with ozone spray after each use. If possible doors to these rooms should be wedged open to allow for adequate ventilation. * PPE equipment may be used if staff are anxious regarding pupils’ inability to socially distance. Ensure staff are reminded of appropriate PPE use and also of children’s complex communication needs. * Class teams to risk assess for their own children with support from SLT * Staff to use correct toilets for designated schools. | | | | | | | |  |  | |
| **Increased risk of exposure to Covid-19 and its effects as a result of poor communication** | | | | | 12  High | * All employees are aware of, and have access to, the full range of Corporate guidance on managing risk associated with Covid-19 including Education Resources Safe System of Work – Covid-19 Working Safely in Educational Establishments * All employees have been briefed on new working arrangements and understand the role they have to play. * All employees will be aware of how to report concerns * All visitors including parents, contractors and suppliers are advised not to enter the premise unless previous agreed by the school management team. * Contractors and suppliers are aware of local protocols for entering the premises. * All employees have the opportunity to discuss new working arrangements on an ongoing basis | | | | | | | | 4  Low | No | |
| **Additional Local Concerns**  To be completed by assessor | | | | |  | * Continued communication with whole school community through office phone and e-mail, Greenburn app, Greenburn Facebook and Greenburn Twitter. * Staff to access Glow calendar or e-mail at the start of the day to receive daily updates. Weekly diary distributed as normal. * Staff should not congregate at office board. | | | | | | | |  |  | |
| **Increased risks due to long term closure of the building** | | | | | 12  High | * Areas of work will be inspected prior to work commencing for the first time after a shutdown period including confirmation of required checks such as water, utilities, lifting and fire detection equipment. | | | | | | | | 4  Low |  | |
| **Additional Local Concerns**  To be completed by assessor | | | | |  | * Fire Policy to be reviewed and updated. | | | | | | | |  |  | |

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.

This assessment is the first in a series of assessments that will be made available to Heads and Managers. Future assessments will take account of plans to return children and young people to educational establishments.

**You should review this document, 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 workforce.**

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| **Specific Additional Guidance/Notes:**   * Current public health approach seeks primarily to delay spread of COVID among general population and prevent transmission to three key risk groups (over 70, underlying health problems, pregnancy) * Government direction and guidance on required action is changing on a daily basis, available from [www.gov.scot/coronavirus-covid-19/](http://www.gov.scot/coronavirus-covid-19/) | | | | |  | **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 | |
| **Further Actions/Recommendations** | | **Timescales** | | **Responsible Person** |  | **Probable, not surprising**  (40 - 64%) | | | 3 | | 6 | 9 | | 12 | 15 | |
| Review First Aid Risk Assessment | |  | | Education Resources |  | **Unlikely**  (10 - 39%) | | | 2 | | 4 | 6 | | 8 | 10 | |
| Additional Risk Assessment for all staff return including childcare provison | |  | | Education Resources |  | **Rare**  (0 - 9%) | | | 1 | | 2 | 3 | | 4 | 5 \*\* | |
| Additional Risk Assessment for retun of pupils | |  | | Education Resources |  | Likelihood  Consequence | | | **Insignificant**  (scratch, minor cut/bruise) | | **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 illness) | **Catastrophic**  (Fatality) | |
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| **Standard Actions** | |  |  |  |  |
| Provision of Information, Instruction and Training | |  | |  |
| 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) |  | |  |  | Low |  | Medium | |  | High |  | Very High | | |  |
| 3) |  | |  |  | \*\* If a fatality is being considered as the principal potential outcome, discussion should take place with the H&S team | | | | | | | | | | |

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| **Risk Assessor(s):** | | | **Manager Name:**    **Establishment:** | **Date:** |
| **Reviewer:** | | |
| **Signature(s)** | **Date:** |  | **Signed:** | |