



Version 6
Dec 2020

**General Risk Assessment Form
(Management of Health and Safety at Work Regulations 1999)
Abernethy Primary School**

Service/Section -	Education and Children's Services	Risk Assessor (Name/Position)	Lorna Hamilton, Project Officer	Date of initial Assessment	7 August 2020
Set the scene – (Description of Activity)	<p>Risk Assessment for Pupils' and Staff Full Return – August 2020</p> <p>From 11 August 2020, pupils will return to school on a full-time basis. Pupils will not be required to maintain physical distancing within the classroom, but staff will continue to be required to maintain the distance advised by the Scottish Government, and Health Protection Scotland</p> <p>Separate guidance has been 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 Scottish Government guidance 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. School Relationship policies should be reviewed to reflect the need to consider mitigations for some pupils who may have difficulty in following the measures put in place for staff and pupils' safety.</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)		S J McKenzie Head Teacher	Date Approved & Signature	<i>S J McKenzie 9.8.20</i> <i>(Added to 19.8.20)</i>	Review Date	9 July 2020 31 July 2020 7 August 2020 19 October Nov 2020 8 th Dec 2020	
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
1	Coronavirus (COVID-19) being contracted/ transmitted due to exposure to virus by close proximity to others in general.	Employees/Pupils/ Members of the public Contracting/ transmitting Coronavirus (COVID-19) to each other.	Alcohol-based hand rub (ABHR) is available for staff and pupils for use when not near a sink with soap and water, such as in any of the outdoor play areas and entrances to school. Antibacterial surface wipes (single use), disposable gloves-powder free (single use) & disposable plastic aprons (single use) are all available within the school. Employees have been instructed to wash/sanitise hands before putting on PPE and after removing it. All employees completed PKC Infection control training – this can be accessed via LIGO. There is a section on good handwashing practice.	PowerPoint on infection control is available from Headteachers, for those unable to access LIGO Staff & pupils who go home for lunch, must adhere to good sanitisation throughout. Sanitisation on exit and entry to the building. If staff visit a shop or restaurant during their lunch break, they must keep to the physical distance rule of 2m between each staff member, as well as members of the public at all times. They must wear face coverings on entry to and from an indoor public space. Sanitisation on exit and entry to the building.	Risk Score: 5 x 3 = 15 S X L = RS	√ SLT Staff	6.8.20 10.8.20 Staff actions ongoing

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			<p>School staff will be responsible for ensuring hygiene “stations”, which can be placed around the school, are kept adequately stocked throughout the school day. Office staff shall ensure requisition of these orders are timely & organised weekly.</p> <p>We have identified location of welfare facilities, such as toilets and staff rooms that can be used and ensure all staff and pupils are aware of which facilities are accessible to reduce the risk of infection. We have taken into account the numbers and limit usage of rooms when required. Appropriate signage is displayed throughout the school.</p> <p>All staff are responsible for effective cleaning to ensure safety of all pupils and staff teams. Class & area cleaning stations have been placed throughout the school and are clearly sign posted.</p> <p>Facilities Management are providing an additional day clean in all schools, in addition to the daily</p>	<p>Employees will continue to inform/educate the pupils on the importance of good hygiene measures- PKC have issued an information leaflet on ‘talking to children about coronavirus’.</p> <p>For staff or pupils who cannot use alcohol-based products, alternative arrangements must be made to ensure they have access to an alternative.</p> <p>At present, the guidance does not advocate the use of face coverings in school, except in particular circumstances, identified in the risk assessment. Any guidance that changes this will be communicated to schools.</p> <p>Put in place a system, with nominated staff, to monitor compliance with the control measures – Suz MCK (HT)</p>			

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			<p>cleaning, which is carried out to meet the standards identified in the <u>HPS guidance</u>.</p> <p>All employees will practice good hygiene, wiping down surfaces with antibacterial wipes/cleaning materials that have been issued.</p> <p>As it is each member of staff responsibility to minimise the risk of infection, all employees must maintain the recommended physical distance during all breaks (2 metres).</p> <p>Face Coverings – ALL staff must now wear face coverings throughout communal places in the building. In Abernethy we have identified this as all communal corridors and staff spaces. Face coverings must also now be worn when working with pupils in small groups, where physical distancing cannot be maintained. (Nov 20)</p> <p>Respiratory and Cough Hygiene (Employees) – ‘Catch it, bin it, kill it’.</p>				

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			<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 placed in the bins provided.</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 hand, where possible, and place in waste.</p> <p>If staff or pupils choose to wear their own face coverings when in school, then this will be supported.</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, coughing or wiping and blowing the nose. Used tissue should be disposed of in the bins provided.</p>				

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			<p>Employees will be vigilant regarding pupils' hygiene and will ensure effective hand washing is carried out, where possible.</p> <p>Employees will reinforce the practice of good hand and respiratory hygiene with their class, in an age appropriate way.</p> <p>Tissues and used PPE can be placed in general waste and only if there is suspected contact with a positive case of COVID-19 should the waste be double bagged and stored for 72 hours</p> <p>In Abernethy Primary we have considered each classroom and how it can be set up to ensure that while physical distancing is not required for pupils, staff can still maintain the distance of 2 metres according to protocol.</p> <p>In Abernethy we:</p> <ul style="list-style-type: none"> Encourage young people to maintain distance where possible, particularly indoors – this does not have to be strict distancing of 2m but encouraging young people not 				

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			<p>to crowd together or touch their peers is recommended.</p> <ul style="list-style-type: none"> • Discourage social physical contact (hand to hand greeting/hugs) • Use all the available space in classrooms, halls, libraries or social spaces to promote distancing where possible. • Adjust class space if required, and where possible, to maintain spacing between desks or between individual young people • 2m teaching area to be created, to ensure teacher-pupil distance. (Nov 20) • Where possible Seat young people side by side and facing forwards, rather than face to face • Avoid situations that require young people to sit or stand in direct physical contact with others. • Where young people need to move about within the classroom to perform activities (for example to access a shared resource) this should be organised to minimise congregation around the point 				

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			<p>of access to the shared resource.</p> <ul style="list-style-type: none"> Use the outdoors as much as possible for learning experiences. <p>Within our Abernethy Nursery & Early Years, we have followed ELC guidance, as outlined in the ELC Risk Assessment.</p> <p>We have put in place a system, with nominated staff, to monitor compliance with the control measures – SLT staff Suz McKenzie & Morag Hodgkinson</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 with persons who are symptomatic.	Employees & pupils contracting/ transmitting Coronavirus (COVID-19) through contact with others.	<p>Test and protect guidance is available and support is available for any member of staff required to self-isolate if contacted by NHS.</p> <p>Staff have been made aware of the NHS Inform <u>Test and protect guidance</u> (All uploaded onto staff Teams) All parents have been informed of the guidance on NHS Inform and advised not to send their child to</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.</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</p>	5 x 2 = 10	<p>√</p> <p>SLT</p> <p>Staff</p>	<p>6.8.20</p> <p>10.8.20</p> <p>Staff actions ongoing</p>

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			<p>school if they are symptomatic or share a household with someone who is symptomatic. If pupils present in this manner, they will not be permitted to attend school and their parent must remove them.</p> <p>In Abernethy, we have 2 designated isolation areas (Room 1 & Meeting Room), suitably ventilated, and with the appropriate PPE available within, to isolate the individual until they are picked up by a family member, or by ambulance. Once they have left, the room must be placed out of bounds, and Facilities Management must be informed immediately, in order that they can carry out the necessary cleaning.</p> <p>We have put in place a system, with nominated staff, to monitor compliance with the control measures – SLT staff Suz McKenzie & Morag Hodgkinson</p>	<p>of COVID-19, you may have an outbreak. In this situation schools should make prompt contact with their local HPT and the Interim Head of Education.</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>Risk Score: 5 x 3 = 15 S X L = RS</p>				
3	Coronavirus (COVID-19) being contracted/	Employees Pupils	Scottish Government guidance in the <u>Educational Continuity</u>	Parents and other visitors to the school must be by appointment	5 x 2 = 10	√	6.8.20

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	transmitted due to exposure to virus by close proximity contact with parents, visitors and contractors.	Contracting/transmitting Coronavirus (COVID-19) through contact with others.	<p><u>Direction</u> 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> <p>If parents have to attend school, an area at reception has been identified to negate the need for them to enter the main school building. (Main foyer within first main door)</p>	<p>only, and schools should consider alternative methods of communication, such as telephone or video calls.</p> <p>Any 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.</p>		SLT Staff	10.8.20 Staff actions ongoing
			Risk Score: 5 x 3 = 15 S X L = RS				
4	Coronavirus (COVID-19) being contracted/transmitted due to exposure to virus at arrival and departure from school.	Employees & pupils contracting/transmitting Coronavirus (COVID-19) through contact with others at busy points in the day.	<p>Schools reviewing their travel plans with parent councils and road safety team.</p> <p>School transport will carry reduced numbers of pupils. Current guidance is that school transport does not require the use of face coverings, but this is being kept under constant review.</p>		5 x 2 = 10	v SLT Staff	6.8.20 10.8.20 Staff actions ongoing

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			<p>Staff have been reminded of the need to maintain physical distancing when using staff car parks.</p> <p>Staff have been advised that they should avoid public transport if possible.</p> <p>We encourage cycling to school, as we have good bike storage throughout.</p> <p>Staff and pupils' arrival and departure times have been staggered to minimise contact between groups.</p> <p>We have put in place a system, with nominated staff, to monitor compliance with the control measures – SLT staff Suz McKenzie & Morag Hodgkinson</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	<p>Schools have been given floor plans to allow for determination of traffic direction and flow.</p> <p>Circulation around the school has been considered, to minimise</p>		5 x 2 = 10	<p>√</p> <p>SLT</p> <p>Staff</p>	<p>6.8.20</p> <p>10.8.20</p> <p>Staff actions ongoing</p>

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		contact with contaminated materials and surfaces, and with others.	<p>contact – corridor is split to ensure flow of pupils using corridors. Also, class doors are being used for entry and exit points to avoid as much use of hall as possible.</p> <p>We have put in place a system, with nominated staff, to monitor compliance with the control measures – SLT staff Suz McKenzie & Morag Hodgkinson</p> <p>Risk Score: 5 x 3 = 15 S X L = RS</p>				
6	Coronavirus (COVID-19) being contracted/ transmitted due to exposure to virus by close proximity contact within the classroom.	Employees & pupils contracting/ transmitting Coronavirus (COVID-19) through contact with contaminated materials and surfaces, and with others.	<p>Primary school staff will remain with the same groups.</p> <p>Schools have used their building plans to map out potential layouts and staff have had input into this.</p> <p>Classes will take place in rooms that have enough space to ensure that staff can maintain the recommended 2 metre physical distancing from pupils, although pupils are allowed to work in groups</p> <p>Outdoor lessons allow for more free space so pupils can go outside, remaining physically distanced from the staff</p>	<p><u>PE arrangements</u></p> <ul style="list-style-type: none"> <i>The hall can now be used for PE. <u>One class only at a time.</u></i> <i>Mechanical ventilation must be switched on throughout the day.</i> <i>All 3 doors must be open throughout the day.</i> <i>Changing rooms are still not permitted to be used. Pupils shall continue to come to school in a PE uniform that can be used both inside and outside.</i> <i>Enhanced focus shall be given to activities that <u>do</u></i> 	5 x 2 = 10	<p>√</p> <p>SLT</p> <p>Staff</p>	<p>6.8.20</p> <p>10.8.20</p> <p>Staff actions ongoing</p>

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			<p>Within classrooms, the desks are be laid out to ensure physical distancing between staff 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 are adequately ventilated, with management arrangements in place, pending Property work being completed</p> <p>Classes have access to sinks, with soap and water and/or to hand sanitisers, to allow staff and pupils to clean their hands after activities, and when entering and leaving the classroom.</p> <p>We have put in place a system, with nominated staff, to monitor compliance with the control measures – SLT staff Suz McKenzie & Morag Hodgkinson</p>	<p><i>not have physical contact, however:</i></p> <p><i>When in Level 1-3, pupils can at times take part in contact and non-contact sports and Dancing both Indoors and Outdoors.</i></p> <p><i>When in Level 4 – Outdoors and non-contact only.</i></p> <ul style="list-style-type: none"> • <i>Activities that have no sharing of equipment are safer than those that do.</i> • <i><u>Cleaning of equipment</u> – Cleaning of equipment before and after use must continue. Class boxes of resources are best practise and ensure no teaching time is lost due to cleaning of equipment in between classes.</i> • <i><u>Cleaning of the hall</u> – Tayside contracts shall carry out an enhanced cleaning at end of every day. When possible, this shall also be carried out at lunchtime.</i> • <i>PE staff shall continue to clean equipment. Non-essential Contact surfaces</i> 			

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			<p>Risk Score: 5 x 3 = 15 S X L = RS</p>	<p><i>are being removed from hall e.g. benches and matts.</i></p> <ul style="list-style-type: none"> • <i>Learners should enter the hall individually and make their way to a designated space.</i> • <i>Physical distancing should be encouraged where possible between adult and children.</i> • <i>PE staff should have designated 2m teaching area, marked clearly on the floor for all to see. (Hazard tape)</i> • <i>Teacher explanations and demonstrations should be done from the teaching area.</i> • <i>Hands hygiene continues to be key – pupils and staff should wash their hands before and after being in the hall.</i> • <i>When out of this zone and when 2m is not possible to maintain, a face covering should be worn.</i> • <i>Non-essential equipment – Benches, tables to be removed.</i> 			

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				<p><u>Ventilation</u></p> <p><i>As outlined in the HT Bulletin 2: Each room must have a change of air flow twice a day. In order to do this, there are 3 main steps which must be adhered to every day:</i></p> <ol style="list-style-type: none"> <i>1. Each room must get a good AIRING pre the children coming in. For this to happen we have been asked to open the windows 100% for at least 15mins. Office spaces shall adhere to this also for the first 15 mins of each day.</i> <i>In Abernethy, this mean releasing the catches in the windows and opening them as wide as possible.</i> <i>2. At 9am, when our first pupils start to come into the playground/classes, we must all reduce the windows to be opened 15% of the capacity. This is not 15% of the day, but 15% of the total</i> 			

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				<p><i>opening capacity each window allows. (I feel after looking at all the windows, this is roughly what we are doing now in Abernethy anyway)</i></p> <p><i>3. At the end of the day, we must PURGE the air. This means, when pupils & staff leave the classrooms/offices, can you please open the windows fully again. I will ask Tayside contracts to close them all after cleaning each room.</i></p>			
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	<p>Staff breaks are staggered, and all staff will provide their own crockery and cutlery. Food must be labelled if stored in the staff room.</p> <p>Staff have the option of having break in their classroom, provided physical distancing is maintained.</p>		5 x 2 = 10	<p>√</p> <p>SLT</p> <p>Staff</p>	<p>6.8.20</p> <p>10.8.20</p> <p>Staff actions ongoing</p>

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		and surfaces, and with others.	<p>Staff rooms are marked out to ensure physical distancing. Abernethy has been moved to main hall.</p> <p>We have put in place a system, with nominated staff, to monitor compliance with the control measures – SLT staff Suz McKenzie & Morag Hodgkinson</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.	<p>External areas are recommended for the benefit of ventilation and fresh air.</p> <p>Staggered times for classes to be outdoors and we ensure that classes stay with their peers for learning. 'Play & Learn' zones have been put in place in Abernethy, as well as staggered entry, playtimes, lunchtimes and end times.</p> <p>Learning activities are 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>		5 x 2 = 10	<p>√</p> <p>SLT</p> <p>Staff</p>	<p>6.8.20</p> <p>10.8.20</p> <p>Staff actions ongoing</p>

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			<p>Play & Learn zones have been marked with flags and zone colours.</p> <p>Any resources used externally is cleaned between use by groups of pupils.</p>				
			<p>Risk Score: 5 x 3 = 15 S X L = RS</p>				
9	Coronavirus (COVID-19) being contracted/ transmitted due to exposure to virus by close proximity during administrative office duties.	Employees & pupils contracting/ transmitting Coronavirus (COVID-19) through contact with contaminated materials and surfaces.	<p>Abernethy operates cashless offices.</p> <p>We communicate with parents electronically or by phone and encourage parents to do the same.</p> <p>After using Multi-function devices (MFDs), printers and other equipment, staff ensure that they wash or sanitise their hands.</p> <p>School office is laid out to ensure that 2 metre distance is maintained between staff, with alternative accommodation considered if necessary. (Hall - staffroom – meeting room)</p> <p>Other members of staff should only enter the school office with the permission of those working</p>		5 x 2 = 10	<p>√</p> <p>SLT</p> <p>Staff</p>	<p>6.8.20</p> <p>10.8.20</p> <p>Staff actions ongoing</p>

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			<p>there to ensure that physical distancing is maintained. (2 adult ratio in place in Abernethy) No pupils are allowed in the office corridor.</p> <p>We have put in place a system, with nominated staff, to monitor compliance with the control measures – SLT staff Suz McKenzie & Morag Hodgkinson</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 Coronavirus (COVID-19) through contact with contaminated waste, such as discarded PPE, tissues and personal care materials.	<p>Schools have contracted services in place for the disposal of nappies and medical waste. PPE tissues are disposed of in general waste.</p> <p>If waste has been in contact with a suspected case of COVID-19, then it needs to be <u>double bagged</u> and kept for 72 hours before disposal.</p> <p>We have put in place a system, with nominated staff, to monitor compliance with the control measures – SLT staff Suz McKenzie & Morag Hodgkinson</p> <p>Risk Score: 5 x 3 = 15 S X L = RS</p>		5 x 2 = 10	<p>√</p> <p>SLT</p> <p>Staff</p>	<p>6.8.20</p> <p>10.8.20</p> <p>Staff actions ongoing</p>
11	Coronavirus (COVID-19) being contracted/	Employees & pupils	All equipment will be sanitised prior to, and after, each use using		5 x 2 = 10	√	6.8.20

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	transmitted due to exposure to contaminated equipment and furniture.	contracting/transmitting Coronavirus (COVID-19) to each other through contact with surfaces.	<p>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>Staff have reduced the number of resources used in the classroom setting, to restrict the numbers using equipment.</p> <p>Staff consider learning activities that reduce the sharing of resources. removing all resources that cannot be easily washed.</p> <p>Consideration has been given to:</p> <ul style="list-style-type: none"> • pupils use a wipeable pencil case and craft materials set up, so there is minimal sharing • doing as much electronically as possible. <p>Homework and class learning shall continue using Seesaw.</p> <ul style="list-style-type: none"> • sending in photographs/screenshots. • laminating worksheets if they have to go back and forward between home and school • Pupil wipeable boxes have been introduced to ensure safe 			SLT Staff	10.8.20 Staff actions ongoing

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			<p>storage of pupil work and textbook.</p> <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 being allocated with support staff support only. Staff shall wear gloves when looking through library books for teaching purposes and shall quarantine their own books. Pupil library books shall be quarantined as a class for 72 hours before return to the library.</p> <p>Classrooms are 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. (Room 1 has been allocated to store furniture and resources which have been removed)</p> <p>Desks and chairs should be cleaned before and after a period of use by</p>				

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			<p>staff and pupils with the wipes provided.</p> <p>Movement between work stations and classrooms should be minimised</p> <p>Staff should not share telephones, desks, IT equipment and other resources where possible.</p> <p>Risk Score: 5 x 3 = 15 S X L = RS</p>				
12	Coronavirus (COVID-19) being contracted/ transmitted to a pupil or member of staff 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 staff who are classified in the vulnerable category, in terms of the <u>NHS Inform guidance</u></p> <p>Relevant RA have been created in conjunction with staff.</p> <p>For pupils with ASN that may find it difficult to physically distance, advise was sought from Inclusion Team to create appropriate RA and behaviour protocol.</p> <p>Risk Score: 5 x 3 = 15 S X L = RS</p>	Arrangements must be made to review the job role risk assessment with the individual staff member, 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	5 x 2 =10	<p>√</p> <p>SLT</p> <p>Staff</p>	<p>6.8.20</p> <p>10.8.20</p> <p>Staff actions ongoing</p>
13	Coronavirus (COVID-19) being contracted/ transmitted due to exposure to virus by	Employees & pupils contracting/ transmitting	Staff will ensure that the service is inclusive and meets the needs of all users.	If it is not possible to dedicate pieces of equipment to the individual, such as moving/handling aids, the	5 x 2 =10	<p>√</p> <p>SLT</p>	<p>6.8.20</p> <p>10.8.20</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
	close proximity due to using contaminated care equipment.	Coronavirus (COVID-19) to each other.	Risk Score: x = S X L = RS	equipment must be decontaminated immediately after use and before use on any other individual.		Staff	Staff actions ongoing
14	Coronavirus (COVID-19) being contracted/ transmitted due to contaminated clothing.	Employees & pupils contracting/ transmitting Coronavirus (COVID-19) to each other.	<p>Staff have been advised of the importance of personal hygiene and should be requested to ensure that their clothing is laundered or rotated over 72 hours, to reduce the risk of cross contamination.</p> <p>Consideration was given to the relaxation of school uniform rules to ensure as many pupils as possible attend in freshly laundered clothes. Parents were advised of this prior to Aug start.</p> <p>If pupils require clothing changed for any reason, such as accident/spillage/illness then employees do not shake the clothing – not shaking minimises the possibility of dispersing virus through the air. Clothing is bagged to return to the pupil's parent. After handling dirty clothing, ensure hand hygiene is carried out</p> <p>Risk Score: 5 x 3 = 15 S X L = RS</p>	For individual families where staff are aware of particular challenges that this may present, staff should ensure that the additional control measures, such as physical distancing, hand washing and cleaning, are in place.	5 x 2 =10	<p>√</p> <p>SLT</p> <p>Staff</p>	<p>6.8.20</p> <p>10.8.20</p> <p>Staff actions ongoing</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
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>Nappies will be bagged and disposed of as per local procedures in nappy bin. Ensure hand hygiene is carried out.</p> <p>Staff undertaking personal care should use a face mask, over and above the usual gloves and apron, as they will be unable to maintain physical distancing from the pupil. Full set of PPE available in first aid room and nursery changing facilities.</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>First aiders will act in accordance with their training, using the PPE provided.</p> <p>We have put in place a system, with nominated staff, to monitor compliance with the control</p>	<p>Once dealt with, the area should be spot cleaned, and items disposed of in accordance with infection control guidelines.</p> <p>First aiders should wear a face mask when administering first aid.</p> <p>Staff who are in the high-risk categories MUST NOT carry out first aid duties, as they are unable to maintain physical distance while carrying out this task</p>	5 x 2 =10	<p>√</p> <p>SLT</p> <p>Staff</p>	<p>6.8.20</p> <p>10.8.20</p> <p>Staff actions ongoing</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
			measures – SLT staff Suz McKenzie & Morag Hodgkinson Risk Score: 5 x 3 = 15 S X L = RS				
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 staff members have been identified and an individual risk assessment is in place. These will be shared with staff who will work with them. information is held in the centre.</p> <p>As it has been identified separately and if the nature of the ASN presents a risk of spitting or close contact, then staff will be offered PPE, in the form of gloves, goggles and face masks, when working closely with them.</p> <p>It has been considered what additional support should be put in place to assist staff and pupils in following directional and advisory signs and amended school rules., including physical distancing and keeping in pupil groups. Staff and pupils must be clear about action to be taken in the event the pupil does not follow instruction and strategies to address this must be</p>		5 x 2 =10	<p>√</p> <p>SLT</p> <p>Staff</p>	<p>6.8.20</p> <p>10.8.20</p> <p>Staff actions ongoing</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
			included in the individual pupil's risk assessment and shared with staff. Individual protocol has been shared widely with staff. Risk Score: 5 x 3 = 15 S X L = RS				
17	Administration of Medication.	Employees & pupils contracting/transmitting Coronavirus (COVID-19) to each other.	Medication is clearly labelled with pupil's name and dosage. Medication paperwork is in place for all those who require it. Consideration has been given to how medication is stored within school and administered to the individual pupil. Individual Protocols for pupils must be reviewed to take into account infection control and physical distancing. Diabetic RA in place. Risk Score: 5 x 3 = 15 S X L = RS		5 X 2 = 10	√ SLT Staff	6.8.20 10.8.20 Staff actions ongoing
18	Fire.	Employees, pupils and contractors. Additional risk from fire due to the change in	Fire evacuation is in place. Fire evacuation plan has been reviewed to take account of changes to operations. This included exit routes, exit doors, fire marshals and location and spacing of muster points.		5 x 2 = 10	√ SLT Staff	6.8.20 10.8.20 Staff actions ongoing

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
		school operations.	<p>Steps must be taken to ensure that fire marshals/class & nursery staff maintain two metres distance from the pupils while evacuating and while mustering.</p> <p>Staff communication was clear.</p> <p>Fire drills carried out regularly.</p> <p>Janitorial staff 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.</p>				
			<p>Risk Score: 5 x 3 = 15 S X L = RS</p>				

Risk Matrix

Severity	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
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