



Version 1  
March 2019

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

<b>Service/Section -</b>	Education and Children Services	<b>Risk Assessor (Name/Position)</b>	Kwanele Matiwaza, Health & Safety Adviser  Lorna Hamilton Project Manager	<b>Date of Assessment</b>	08/01/2021
<b>Set the scene – (Description of Activity)</b>	<p>This risk assessment is for in-school learning. The learning will not take place in the standard, usual classroom format, but instead will be in the form of staff supervision of pupils undertaking the same remote learning as those at home. Staff member in class will be supervising and ensuring the safety of the Pupils.</p> <p>For the period from <b>Monday 11 January to Friday 29 January 2021</b>, vulnerable pupils and the pupils of essential workers will continue to attend school in-person. Schools will switch from offering childcare and wellbeing support to learning and teaching on 11 January 2021 for these groups (attendance in schools will be restricted to all necessary staff, vulnerable pupils and pupils of essential workers).</p> <p>This may include staff needed to ensure the safe opening and operation of the school including senior leadership teams, FM staff, cleaners, teaching and support staff.</p> <p><b>Staff on site, shall always be at a minimum attendance. One manager shall remain on site, 2 x Nursery staff, 2 x support staff and 1 x CT 3 days a wk. Pupils – we have 28 pupils in total, spread across the week.</b></p> <p>Reference: Arrangements for the phased reopening of schools in Jan 2021 – supplementary guidance (updated 6 Jan 2021) which was circulated in hard copy to schools (<a href="#">Link to be inserted when uploaded to SG website</a>) <a href="#">Coronavirus (COVID-19): guidance on reducing the risks in schools</a>.</p>				

This risk assessment should be completed for staff who will be delivering support with in school learning, and the pupils. A separate risk assessment should be completed for staff who require to access the school building to plan for, deliver, or resource remote learning, from 11 January 2021.

Schools will support pupils in small groups, keeping siblings together if possible, in order to reduce the risk of Coronavirus infection, and to reduce any potential impact from having to isolate as the result of a confirmed case.

Pupils are attending their usual school, so this assessment will cover all stages in school.

If possible, schools should consider ratios of 1 adult to 8 pupils for early years, in one room, but this is a baseline and will be a flexible ratio, to meet individual pupil needs and the needs of the school. For older pupils, groups should be allocated in order to achieve physical distancing. For secondary pupils, it will be required that pupils and staff must maintain a distance of 2m from each other. In primary, while there is no requirement for pupils to distance from each other, it would be helpful to consider this as an additional mitigation while forming groups. This may mean limiting numbers in classrooms, and splitting normal classes, as appropriate.

The risk assessment has been developed using current knowledge and following Government, NHS and Health Protection Scotland advice

Suggested control measures should complement the default position of physical distancing.

Many of the control measures are already in place in schools, however, additional controls should be considered, and implemented where necessary. These are marked in red for ease of reference

This document must be read in conjunction with any **task specific risk assessments/ CoSHH assessments , individual pupil risk assessments, individual staff risk assessments, [Health Protection Scotland Guidance](#) and any other existing school procedures.**

**Headteachers should share this risk assessment with all relevant staff and consider any suggestions or further control measures that may be highlighted.**

**All employees must comply with all PKC infection control procedures/training and information**

<b>Approved by</b> (Name/Position)	Suz McKenzie		<b>Date Approved &amp; Signature</b>	13.1.21		<b>Review Date</b>	Feb 2021
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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 contact in general	Employees /Pupils / Contracting/transmitting Coronavirus (COVID19) to each other resulting in possible fatality	<p>All staff have been made aware of the importance of following public health guidance on when to isolate.</p> <p>HT has enforced the information contained in the guidance on COVID-19 Test and Protect process : <a href="https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect/">https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect/</a> As well as outlining the NHS testing procedures</p> <p>Alcohol-based hand rub minimum 60% (is available for staff within the school for use when not near a sink with soap and water, such as in any of the outdoor play areas.</p> <p>Antibacterial surface wipes(single use), single use disposable gloves- powder free, disposable plastic aprons(single use) are all available within the centre.</p> <p>Employees have been instructed to wash/sanitise hands before putting on PPE and after removing it.</p> <p>Vulnerable staff Risk Assessments have been reviewed and must be followed.</p> <p>No pupils or staff on the shielding list are attending school.</p> <p>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>		5 x 3 = 15	All staff	ongoing

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			<p>All staff are responsible for effective cleaning to ensure safety of all services users and staff teams.</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>Employees will maintain the recommended physical distance during breaks(2m)</p> <p><b>Respiratory and Cough Hygiene (Employees) –</b>  ‘Catch it, bin it, kill it’  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)  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.  Use disposable paper towels to dry hands and place in waste.</p>				

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			<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><b>Respiratory and Cough Hygiene(Service Users/Pupils) – ‘Catch it, bin it, kill it’</b>            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 encouraged to cover nose/mouth when sneezing/coughing.            Staff will be vigilant regarding pupil's hygiene and will ensure effective hand washing is carried out.</p> <p><b>Pupil's hand hygiene</b>            Employees will ensure Pupils practice good hand hygiene by giving short talks on hand washing.</p> <p>All parents have been 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><b>Primary Schools – face covering</b>            Staff in primary schools wear a face covering when in communal areas, and when they have no option but to work in close proximity to Pupils, although it</p>				

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			<p>is strongly advised that such activities should be avoided.</p> <p>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>Communal areas include moving around the school in corridors, office and admin areas, canteens (except when dining) and other confined communal areas, (including staff rooms and toilets);</p> <p>All control measures must be adequately supervised and monitored on a regular basis and HTs shall put in place a system to ensure that this is done.</p> <p>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> <p><b>Ventilation</b> HT has referred to the following document - <b>Housing Environment Property</b></p> <p><b><u>Division Document: Heating &amp; Ventilation in a COVID-19 environment.</u></b></p>				

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			<p>HT has ensured that measures are in place based on the common points advised by Property Services previously, at HTs meetings and on site.</p> <p>Further controls relating to thermal comfort in the light of the requirement for ventilation should be considered. These controls could be, additional heating, selection of clothing, moving pupils around the classroom, positioning away from windows, draughts.</p>				
			<p><b>Risk Score: 5 x 3 = 15</b> <b>S X L = RS</b></p>				
2	Coronavirus (COVID 19) being contracted / transmitted due to exposure to virus by close proximity due to unrestricted access to the building/activity areas	Employees /Pupils /Service Users/ Contracting/transmitting Coronaviruses (COVID19) to each other resulting in possible fatality	<p>Access to the building is restricted. Parents are not allowed into the building.</p> <p>Drop off and pick up points have been designated and communicated.</p> <p>Handles and other door furniture are cleaned before and after use. Pupil hands are sprayed with Alcohol-based hand rub, before accessing their cloakroom and sinks to then wash their hands.</p> <p>To avoid close contact with employees and pupil's parents/guardians/carers then the recommended physical distancing(2m) will be enforced by staff. Parents reminded that they cannot congregate outside the building, and arrival and departure times may be staggered to limit the number of people at the door</p>	<p>Scottish Government <a href="#">guidance</a> on who is an essential visitor to a school must be followed.</p>	5 x 3 = 15	All staff	Ongoing

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			<p>Only authorised employees/pupils will enter the building.</p> <p>The only exception would be in the event of an emergency (fire/ambulance), gas leak etc, scheduled work arranged by PKC/MITIE.</p> <p><b>Risk Score: 5 x 3 = 15</b> <b>S X L = RS</b></p>				
3	Coronavirus (COVID 19) being contracted / transmitted due to exposure to virus by close proximity during activities	Employees /Pupils/Service Users/Contracting/transmitting Coronaviruses (COVID19) to each other resulting in possible fatality	<p><b>Contact during activities</b></p> <p>Pupils will be kept in their allocated groups, with siblings together wherever possible, and if this aligns with the organisation in school. The staff will remain in the rooms they have been allocated for their whole shift</p> <p>Classrooms will be laid out to observe 2 metre physical distancing where necessary. (Persons from the same household would not need to distance)</p> <p>Pupils will be reminded of the importance of keeping within their allocated group and should maintain physical distancing from adults.</p> <p>Abernethy Remote Learning policy shall be followed. All staff have familiarised themselves with this as available on Teams.</p> <p>Pupil-Staff ratios are set as recommended. Nursery 1-8, Main school Hub bubble created with P2-7. Any pupils with ASN who do not cope within the larger group shall be moved to a ratio of 1-4.</p>		5 x 3 = 15	All staff	ongoing

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			<p><b>Risk Score: 5 x 3 = 15</b>  <b>S X L = RS</b></p>				
4	Coronavirus (COVID 19) being contracted / transmitted due to contaminated equipment.	Employees /Pupils /Service Users/ Contracting/transmitting Coronaviruses (COVID19) to each other resulting in possible fatality	<p><b>Contaminated equipment</b>  All equipment will be sanitised prior to use – and after each use using antibacterial wipes/cleaning equipment that has been provided.</p> <p>After employees have cleaned equipment, they will follow good hand hygiene practices.</p> <p>Number of pupils using each piece of equipment will be restricted to reduce the risk of infection</p> <p>IT equipment eg. Laptops, headsets and other accessories will be cleaned after each use. (Each pupil where practicable will be allocated equipment e.g. laptop and accessories for own personal use)</p> <p>Desks/chairs should be sanitised prior to use (antibacterial wipes/cleaning products supplied)  PE equipment e.g. benches -wiped down</p> <p>Pupils will be reminded of the importance of not putting equipment in their mouths (pens/paint brushes)  Pens will be wiped down after use (Pupils will be given their own stationery and told not to share)  Equipment use shall be planned for the minimum.</p>		5 x 3 = 15	All staff	ongoing
			<p><b>Risk Score: 5 x 3 = 15</b>  <b>S X L = RS</b></p>				

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5	Coronavirus (COVID 19) being contracted / transmitted due to exposure to virus by close proximity due to using contaminated care equipment	Employees /Pupils /Service Users/ Contracting/transmitting Coronavirus (COVID19) to each other resulting in possible fatality	Staff will ensure that the service is inclusive and meets the needs of all users.  <b>Risk Score: 5 x 3 = 15</b> <b>S X L = RS</b>		5 x 3 = 15	All staff	ongoing
6	Coronavirus (COVID 19) being contracted / transmitted due to contaminated clothing/ nappies	Employees /pupils /Service Users/ Contracting/transmitting Coronavirus (COVID19) to each other resulting in possible fatality	Staff undertaking personal care within our Nursery & Primary Hubs will be provided with appropriate PPE, as they will be unable to maintain physical distancing from the child. <b>Laundry</b> If pupils require clothing changed for any reason e.g. accident/ spillage/ illness then employees <b>must not</b> shake dirty laundry – not shaking minimises the possibility of dispersing virus through the air, bag the laundry until such time as it can be laundered. After handling dirty laundry ensure hand hygiene is carried out. <b>Nappies</b> Current procedures for changing nappies will be adhered to i.e. wearing gloves /aprons, sanitising hands		5 x 3 = 15	All staff	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
			<p>Nappies will be bagged and disposed of as per local procedures. After handling dirty nappies- dispose of PPE as previous i.e. bagged</p> <p>Ensure hand hygiene is carried out.</p> <p><b>Dealing with sickness</b></p> <p>Current procedures will be followed i.e. using a spill kit, wearing gloves/ aprons, sanitising hands .</p> <p>Dispose of PPE/cleaning material/cloths as previous i.e. bagged</p> <p>Ensure hand hygiene is carried out.</p> <p><b>Risk Score: 5 x 3 = 15</b> <b>S X L = RS</b></p>				
7	<p>Slips, Trips and Falls</p> <p>Fractures/First Aid Injuries</p>	Employee s/pupils/P arents & Carers &	<p>Good housekeeping measures are in place and followed at all times, cables are stored away safely.</p> <p>Pupils are aware that they have not to run inside the building</p> <p>An adequate amount of support staff is present to ensure that First Aid can be covered if and when required.</p> <p>Adults ensure that rugs or any toys are not left lying on the floor to eliminate slips trips and falls.</p> <p>Pupils are encouraged to tidy up behind then to reduce equipment and resources on the floor.</p> <p>Coats and bags are placed on each pupils Nursery peg and Primary allocated chair in the hall and these areas are kept clean and tidy</p>		3 x 2 = 6	All staff	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
			<p>Fire exits are kept clear at all times</p> <p>Any spillages are cleaned immediately, and wet floor signs put in area used to keep others safe.</p> <p>The first aid kits are well stocked and easily available for use with one in every room. (Office)</p> <p><b>Risk Score: 3 x 2 = 6</b> <b>S X L = RS</b></p>				
8	<p>Door/Gates to outside</p> <p>Missing Child/Intruders</p>	Employee s/pupils	<p>Pupils do not have access to the front door area</p> <p>Staff are vigilant as to where the pupils are at all times both indoors and outdoors.</p> <p>Any faults with doors/ gates are reported to the janitorial staff.</p> <p>Normal school attendance procedures apply.</p> <p>If any pupil presents a risk of leaving the building, then consideration should be given as to which group and which part of the school they are accommodated in.</p> <p><b>Risk Score: 5 x 2 = 10</b> <b>S X L = RS</b></p>		5 x 2 = 10	All staff	ongoing
9	<p>Electrical Equipment</p> <p>Electrocution/Electrical Fire/Electric Shock</p>	Employee s/Pupils	<p>All electrical equipment is PAT tested for safety</p> <p>Staff to do a visual check of all electrical equipment before use to check for damaged wires etc</p> <p>Staff set up electrical equipment and supervise the use of it</p>		3 x 2 = 6	All staff	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
			<b>Risk Score: 3 x 2 = 6</b> <b>S X L = RS</b>				
10	Fall from Heights  Broken Bones/First Aid Injuries	Pupil	<p>Pupils are encouraged not to climb on any equipment other than equipment specifically for climbing</p> <p>When using outdoor play climbing equipment that Pupils are closely supervised.</p> <p>Staff will visually check the equipment prior to the Pupils using it</p> <p>The Pupils are encouraged to only use equipment that they can manage and not to climb too high and only as high as they feel comfortable to do.</p> <p>The first aid kits are available in each one of the rooms. This First Aid Kit is well stocked and easily available for use</p> <p>Staff will use any safety equipment that has been provided, such as kick stools and stepladders</p>		<b>4 x 2 = 8</b>	All staff	ongoing
			<b>Risk Score: 4 x 2 = 8</b> <b>S X L = RS</b>				
11			Hot drinks are only prepared in the staff room.		<b>3 x 2 = 6</b>	All staff	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
	Hot appliances – Kettle, toaster, oven, Iron  Burns	Pupil/ Employees	Hot appliances will be left to cool down in a safe place away from the pupils before being stored away where appropriate  Hot appliances are turned off when not in use, this includes any heaters that are put on.  First aid kits are in each room and are well stocked and easily accessible for use  <b>Risk Score: 3 x 2 = 6</b> <b>S X L = RS</b>				
12	Paints/Adhesives  Pupils eating it/Poisoning/Vomiting	Pupil	All paints/glues used in must be water based and non-toxic  Staff check the hazard card supplied with the product and inform all staff of the content.  All pupils are encouraged to wear an apron to protect their clothing.  First Aid kit is in all rooms and well stocked and easily available for use.  <b>Risk Score: 2 x 2 = 4</b> <b>S X L = RS</b>		2 x 2 = 4	All staff	ongoing
13	Manual Handling  Back injury/sprains	Employee s/ Pupils	Staff should not be lifting heavy or unwieldy equipment. Proper lifting techniques in place  Staff will not allow pupils to lift heavy or unwieldy equipment  Janitorial staff have been supporting moving and handling when required.			All staff	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
			<p><b>Risk Score: 3 x 3 = 9</b>  <b>S X L = RS</b></p>				
14	<p>Pupils with Additional Support Needs</p> <p>Injuries</p>	Employee s/ Pupils	<p>All pupils with additional support needs are attending their own school, so staff are aware of these needs.</p> <p>Individual pupil behaviour assessments have been completed – 1 pupil</p> <p>Staff have been allocated across the week to ensure familiarity for some of our higher-level pupils.</p> <p>Important information is shared with the staff to allow them to best support the pupils attending</p>			All staff	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
			Risk Score: $1 \times 2 = 2$ S X L = RS				
15	Allergies and medication  Anaphylaxis/Hives/Skin irritation  Over, or incorrect dosage.	Employee s/Pupils	Staff are aware of pupils who receive/ require medication.  Medication paperwork is in place for all those who require it,  Medication is clearly labelled with child's name and dosage  Medication is stored appropriately and is accessible.		5 x 2 =10	All staff	ongoing
			Risk Score: $5 \times 2 = 10$ S X L = RS				
16	Fire/ Fire Alarm  Death/Burns/Smoke  Inhalation/Stress	Employee s/Pupils	Fire drills carried out regularly to ensure that all staff and pupils are familiar with the evacuation procedure and how to leave the building safely.  Staff/Supply Staff/pupils all aware of where the fire exits are and location of the fire assembly point  Janitorial staff test the fire alarm on a weekly basis to ensure to that they are working properly. Abernethy Fire Protocol shall remain as is. Both hubs shall exit the building and line up in the playground. Staff to indicate to SLT when all pupils and staff from Hubs are accounted for	Action point: HT shall arrange fire drills to ensure all are aware of changed procedures. The frequency will depend on who is attending and number of staff.	5 x 2 = 10	All staff  Suz McK (HT)	Ongoing  Firedrills by end of wk 2 22.1.21

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			<b>Risk Score: 5 x 2 = 10</b> <b>S X L = RS</b>				
17	Adverse Weather conditions  Recommendations are that Pupils are outdoors as much as possible, weather permitting. Adverse weather may present a risk.	Employees / Pupils	<p>Parents have been advised to ensure that pupils are appropriately dressed for the weather including, wellies and coats when required</p> <p>Staff will closely supervise the time pupils spend outside and provide an area for shelter when required</p> <p>Pupils should bring a change of clothes if they are to be outdoors</p> <p>Outdoor spaces in schools are used, to allow access to fresh air, therefore parents should be informed that warm clothing will be a requirement</p> <p>If pupils are not dressing appropriately, staff will speak to parents/carers</p>		2 x 2 = 4	HT  All staff	6.1.21  ongoing
			<b>Risk Score: 2 x 2 = 4</b> <b>S X L = RS</b>				

## 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
<b>LOW</b>	If an incident were to occur, there would be little likelihood that an injury would result.
<b>MEDIUM</b>	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.
<b>HIGH</b>	Significant risk of fatality, damage to property and or environmental impact.

  

Description of Risk Level	Actions
<b>LOW</b>	<b>LOW (1 to 4)</b> Monitor to ensure controls are maintained.
<b>MEDIUM</b>	<b>MEDIUM (5 to 10)</b> Look to improve within specified timescale and consider Further Controls(SFAIRP)
<b>HIGH</b>	<b>HIGH (12 to 25)</b> 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