



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)	Lorna Hamilton, Project Officer	Date of Assessment	10.08.20
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 and young people aged 16 plus will continue to be required to maintain the distance advised by the Scottish Government, and Health Protection Scotland.</p> <p>The risk assessment has been developed using current knowledge and following Government, NHS and Health Protection Scotland advice. 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 <b>task or subject specific risk assessments/CoSHH assessments, individual pupil risk assessments and <u>Health Protection Scotland Guidance</u></b>.</p> <p><b>All Staff must comply with all PKC infection control procedures/training and information. Risk Assessments and Behaviour Protocols will 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.</b></p> <p><b>There are two routes by which COVID-19 can be spread:</b>  <b>Directly;</b> 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.  <b>Indirectly;</b> 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.</p>				

Approved by (Name/Position)		Date Approved & Signature			Review Date	9 July 2020 31 July 2020	
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1	Coronavirus (COVID-19) being contracted/ transmitted due to exposure to virus by close proximity to others in general.	Staff/Pupils/ Members of the public Contracting/ transmitting Coronavirus (COVID-19) to each other.	<p>Alcohol-based hand rub (ABHR) (minimum of 60% alcohol content) 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.</p> <p>Antibacterial surface wipes (single use), disposable gloves-powder free (single use) &amp; disposable plastic aprons (single use) are all available within the school.</p> <p>Staff have been instructed to wash/sanitise hands before putting on PPE and after removing it.</p> <p>All staff are responsible for effective cleaning to ensure safety of all pupils and staff teams.</p> <p>Facilities Management are providing an additional day clean in all schools, in addition to the daily cleaning, which is carried out to meet the standards identified in the <u>HPS guidance</u>.</p>	<p>All Staff to complete PKC Infection control training – this can be accessed via LIGO. There is a section on good handwashing practice.</p> <p>PowerPoint on infection control is available from Headteachers, for those unable to access LIGO</p> <p>‘Consistent Groupings’ created to identify location of welfare facilities (toilets/staff rooms) that can be used to ensure staff and pupils are aware of which facilities are accessible and which are out of bounds to reduce the risk of infection.</p> <p>Signage displayed to take account maximum room numbers and limit usage of rooms when required.</p> <p>SF/JB will be responsible for ensuring hygiene “stations”, placed around the school, are kept adequately stocked throughout the school day.</p>	<p><b>Risk Score:</b>  <math>5 \times 3 = 15</math>  <math>S \times L = RS</math></p>		

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			<p>All Staff will practice good hygiene, wiping down surfaces with antibacterial wipes/cleaning materials that have been issued. Staff will maintain the recommended physical distance during breaks (2 metres).</p> <p><b>Respiratory and Cough Hygiene (Staff)</b> – ‘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 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>Staff will inform/educate the pupils on the importance of good hygiene measures- PKC information leaflet on ‘talking to children about coronavirus’ are displayed across the school and Staff must familiarise themselves with them.</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>Classrooms to be set up to ensure staff can still maintain the distance of 2 metres. This may require changes to physical layout, use of additional teaching space, or review of the learning activities.</p> <p>At present, the guidance does not advocate the use of face coverings in school, but should this change, schools will implement.</p>		Staff to inform SLT member	

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			<p>Staff 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> <p>Staff will be vigilant regarding pupils' hygiene and will ensure effective hand washing is carried out, where possible.</p> <p>Staff will reinforce the practice of good hand and respiratory hygiene with their class, in an age appropriate way.</p> <p><b>Risk Score: 5 x 3 = 15</b> <b>S X L = RS</b></p>	<p>If staff choose to wear their own face coverings when in school, then this will be supported.</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>			
2	Coronavirus (COVID-19) being contracted/ transmitted due to exposure to virus by close proximity contact with persons who are symptomatic.	Staff & 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 made aware of the NHS Inform <u>Test and protect guidance</u></p>	All parents to be informed of the guidance on NHS Inform and advised not to send their child to 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.	5 x 2 = 10		

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			<p>If a member of staff or pupil becomes symptomatic while in school, SF/JB must ensure that the <a href="#">HPS guidance</a> is followed.</p> <p>Middle 'Nursery Office' in SLT suite designated as isolation area, with the appropriate PPE available within, to isolate the individual until they are picked up by a family member, or by ambulance.</p> <p>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>If 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 the Interim Head of Education.</p> <p><b>Risk Score: 5 x 3 = 15</b> <b>S X L = RS</b></p>	<p>If Staff or members of their household are symptomatic, there is now the option to be tested. This will allow staff to attend work earlier than the 7- or 14-day exclusion periods, if all in the household have a negative test result. Staff should contact their Headteacher to arrange this. Further information is available <a href="#">here</a></p> <p>Staff must be made aware of the NHS Inform Test and protect guidance</p> <p>If there are increased rates of respiratory illness, be alert to the possibility that this could be due to COVID-19 and contact your local HPT for further advice.</p> <p>Daily checks in place; SLT, monitor compliance with the control measures.</p>		SF/JB – checklist of daily checks	

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3	Coronavirus (COVID-19) being contracted/ transmitted due to exposure to virus by close proximity contact with parents, visitors and contractors.	Staff Pupils  Contracting/ transmitting Coronavirus (COVID-19) through contact with others.	<p>Scottish Government guidance in the <u>Educational Continuity Direction</u> is that access to all educational establishments should be restricted.</p> <p>Only authorised Staff and pupils will enter the building. The only exception would be in the event of an emergency (fire/ambulance) or essential maintenance.</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> <p><b>Risk Score: 5 x 3 = 15</b> <b>S X L = RS</b></p>	<p>Parents/visitors to the school must be by appointment only; alternative methods of communication, such as telephone or video calls will be utilised.</p> <p>Parents supporting enhanced transition visits will enter via main reception, sanitise hands and will be expected to wear a face covering during visit. Staff members will also wear face coverings during visit.</p>	5 x 2 = 10		
4	Coronavirus (COVID-19) being contracted/ transmitted due to exposure to virus at arrival and departure from school.	Staff & 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> <p><b>Risk Score: 5 x 3 = 15</b> <b>S X L = RS</b></p>	<p>Staff reminded of the need to maintain physical distancing when using staff car parks.</p> <p>Staff advised that they should avoid public transport if possible.</p> <p>Consideration should be given to exclusion zones around schools to reduce congestion. Road Safety staff can advise further</p>	5 x 2 = 10		

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5	Coronavirus (COVID-19) being contracted/ transmitted due to exposure to virus by close proximity contact while moving around the school.	Staff & pupils contracting/ transmitting Coronavirus (COVID-19) through contact with contaminated materials and surfaces, and with others.	<p>Consistent Groupings identified across school for staff/pupils Schools – floor plans shared with all staff.</p> <p>Coloured signs displayed to remind all staff &amp; pupils.</p> <p>All staff/pupils to 'keep to the left' when moving around school.</p> <p><b>Risk Score: 5 x 3 = 15</b> <b>S X L = RS</b></p>	Support will be given to schools in installing directional signage.	5 x 2 = 10		
6	Coronavirus (COVID-19) being contracted/ transmitted due to exposure to virus by close proximity contact within the classroom.	Staff & 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>Consistent Groupings created and shared with all staff.</p> <p>Classes must be adequately ventilated – windows fully opened.</p> <p>Outdoor lessons allow for more free space so pupils can go outside, remaining physically distanced from the staff</p> <p><b>Risk Score: 5 x 3 = 15</b> <b>S X L = RS</b></p>	<p>Consideration of delivery of RRCT; children to remain in the same room, with the teacher moving between rooms.</p> <p>Classroom laid out to ensure physical distancing between staff and pupils. Consideration given to the routes in and out of the classroom</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>	5 x 2 = 10		

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7	Coronavirus (COVID-19) being contracted/transmitted due to exposure to virus by close proximity contact during break times.	Staff & pupils contracting/transmitting Coronavirus (COVID-19) through contact with contaminated materials and surfaces, and with others.	Staff breaks staggered, all staff will provide their own crockery and cutlery. Food must be labelled if stored in the staff room.  Second staffroom area identified and created in PE Hall linked to identified Consistent Groupings.  <b>Risk Score: 5 x 3 = 15</b> <b>S X L = RS</b>	Consistent Groupings identified for staff and pupils including access to welfare facilities.  Staff rooms marked out to ensure physical distancing, with a maximum number of occupants displayed on the door.	5 x 2 = 10		
8	Coronavirus (COVID-19) being contracted/transmitted due to exposure to virus by close proximity contact outdoors.	Staff & pupils contracting/transmitting Coronavirus (COVID-19) through contact with others.	External areas are recommended for the benefit of ventilation and fresh air.  Staggered start/finish and break times arranged for first 2 weeks of term. Review to be carried out.  <b>Risk Score: 5 x 3 = 15</b> <b>S X L = RS</b>	Timetable created for access to outdoors to ensure that classes stay with their peers for learning.  Learning activities identified to allow for physical distancing between pupils and staff.  Any resources used externally must be cleaned between use by groups of pupils.	5 x 2 = 10		
9	Coronavirus (COVID-19) being contracted/transmitted due to exposure to virus by close proximity during administrative office duties.	Staff & pupils contracting/transmitting Coronavirus (COVID-19) through contact with	Schools operate cashless offices.  Schools to communicate with parents electronically or by phone and encourage parents to do the same.	After using Multi-function devices (MFDs), printers and other equipment, staff should ensure that they wash or sanitise their hands.	5 x 2 = 10		

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		contaminated materials and surfaces.	School office laid out to ensure that 2 metre distance is maintained between staff.  <b>Risk Score: 5 x 3 = 15</b> <b>S X L = RS</b>	Schools should ensure that all cash handling is eliminated.  Pupils and other members of staff should only enter the school office with the permission of those working there to ensure that physical distancing is maintained.			
10	Coronavirus (COVID-19) being contracted/ transmitted due to exposure to contaminated waste.	Staff & pupils contracting/ transmitting Coronavirus (COVID-19) through contact with contaminated waste, such as discarded PPE, tissues and personal care materials.	Schools have contracted services in place for the disposal of nappies and medical waste.  Confirmation has been received from Environmental and Waste colleagues that used PPE and tissues can be disposed of in general waste.  <b>Risk Score: 5 x 3 = 15</b> <b>S X L = RS</b>	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.  Foot operated, lidded bin, available in designated isolation room to meet the above requirements only.	5 x 2 = 10		
11	Coronavirus (COVID-19) being contracted/ transmitted due to exposure to contaminated equipment and furniture.	Staff & pupils contracting/ transmitting Coronavirus (COVID-19) to each other through	All equipment will be sanitised prior to, and after, each use using antibacterial wipes/spray/cleaning equipment that has been provided.  After Staff have cleaned equipment, they will follow good hand hygiene practices.	Staff will consider the reduction in resources used in the classroom setting, to restrict the numbers using equipment.  Staff will consider learning activities that reduce the sharing of resources.	5 x 2 = 10		

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		contact with surfaces.	<p>All children provided with individual packs of stationery and craft materials set up, to limit need for sharing</p> <p>Laptops, iPads and computers will be cleaned by the user before and after use.</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 cleaned before and after a period of use by staff and pupils.</p>	<p>removing all resources that cannot be easily washed.</p> <p>Each class to designate a box for Reading books will quarantined for 72 hours e.g. Issue on a Monday and return on a Friday</p>			
			<b>Risk Score: 5 x 3 = 15</b> <b>S X L = RS</b>				
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.	Staff & pupils contracting/ transmitting Coronavirus (COVID-19) to each other.	<p><b>Staff and pupils who are shielding and are in the extremely clinically vulnerable category will not work in school.</b></p> <p>Schools will have identified staff who are classified in the vulnerable category, in terms of the <a href="#">NHS Inform guidance</a></p>	<p>Staff who are in the other vulnerable categories can attend school if an individual risk assessment is carried out.</p> <p>Arrangements must be made to review the job role risk assessment with the individual staff member. This will consider</p>	5 x 2 =10		

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			<p>For pupils with ASN who difficult to physically distance, advice will be sought from Inclusion Team to determine whether the pupil can be accommodated in school, or whether alternatives should be explored.</p> <p><b>Risk Score: 5 x 3 = 15</b> <b>S X L = RS</b></p>	<p>the job role in terms of the ability to physically distance</p> <p>There is guidance available from the EIS for staff who are BAME <a href="#">EIS guidance for BAME</a> and this can be referred to for further information.</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 &amp; Safety Team.</p>			
13	Coronavirus (COVID-19) being contracted/ transmitted due to exposure to virus by close proximity due to using contaminated care equipment.	Staff & pupils contracting/ transmitting Coronavirus (COVID-19) to each other.	<p>Staff 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, staff should use dedicated care equipment provided for the child (wheel chairs/walking aids/hoists).</p> <p><b>Risk Score: x =</b> <b>S X L = RS</b></p>	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.	5 x 2 =10		
14	Coronavirus (COVID-19) being contracted/ transmitted due to contaminated clothing.	Staff & pupils contracting/ transmitting	Staff advised of the importance of personal hygiene and requested to ensure that their clothing is laundered or rotated over 72		5 x 2 =10		

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		Coronavirus (COVID-19) to each other.	<p>hours, to reduce the risk of cross contamination.</p> <p>Consideration should be given to the relaxation of school uniform rules to ensure as many pupils as possible attend in freshly laundered clothes. Parents should be advised of the preference for this.</p> <p>If pupils require clothing changed for any reason, such as accident/spillage/illness then Staff <b>must not</b> 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> <p><b>Risk Score: 5 x 3 = 15</b> <b>S X L = RS</b></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.			
15	Coronavirus (COVID-19) being contracted/ transmitted due to contact with bodily fluids.	Staff & 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 can use a face mask, over and above the usual gloves and apron, as they will be unable to maintain physical distancing from the pupil.</p> <p>Once dealt with, the area should be spot cleaned, and items</p>	5 x 2 =10		

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			<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>First Aid Protocol updated and shared with all staff.</p>	<p>disposed of in accordance with infection control guidelines.</p> <p>First aiders must be given the option of wearing 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>			
			<p><b>Risk Score: 5 x 3 = 15</b> <b>S X L = RS</b></p>				
16	Pupils with ASN who may provide challenges to physical distancing and hand and respiratory hygiene.	Staff & 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 individual risk assessments are in place. These are shared with staff who will work with them. information is held in the centre.</p> <p>For pupils with sensory issues, consideration given to managing hand and respiratory hygiene and included in the individual pupil's risk assessment.</p>	<p>If it has been identified separately and if the nature of the ASN presents a risk of spitting or close contact, then staff can be offered PPE, in the form of gloves and face masks, when working closely with them.</p> <p>It should be considered what additional support should be put in place to assist staff and pupils in following directional and advisory signs and amended</p>	5 x 2 =10		

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			Risk Score: $5 \times 3 = 15$ S X L = RS	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 included in the individual pupil's risk assessment, and shared with staff.			
17	Administration of Medication.	Staff & 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.  <u>HPS Guidance</u> advises on how to manage tasks where physical distancing cannot be achieved	Consideration 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.  If physical distancing cannot be achieved when administering medication the use of PPE in the form of gloves, apron and fluid repellent surgical face mask.	$5 \times 2 = 10$		
			Risk Score: $5 \times 3 = 15$ S X L = RS				
18	Fire.	Staff, pupils and contractors.  Additional risk from fire	Fire evacuation is in place.  Fire drills carried out regularly.  Janitorial staff test the fire alarm on a weekly basis to ensure they	Fire evacuation reviewed to take account of changes to operations. This includes exit routes, exit doors, fire marshals and location and spacing of muster points.	$5 \times 2 = 10$		

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		due to the change in school operations.	are working properly. Tayside Contracts/Mitie will have included fire system testing as part of their own risk assessment.  <b>Risk Score: 5 x 3 = 15</b> <b>S X L = RS</b>	Procedures to be shared with all staff and pupils and a fire drill must be held within two weeks of the school term commencing – planned for 19.08.20  Steps must be taken to ensure that fire marshals maintain two metres distance from the pupils while evacuating and while mustering.			

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# 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>	<p>If an incident were to occur, there would be little likelihood that an injury would result.</p> <p><b>LOW (1 to 4)</b> Monitor to ensure controls are maintained.</p>
<b>MEDIUM</b>	<p>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.</p> <p><b>MEDIUM (5 to 10)</b> Look to improve within specified timescale and consider Further Controls(SFAIRP)</p>
<b>HIGH</b>	<p>Significant risk of fatality, damage to property and or environmental impact.</p> <p><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</p>

