Generic risk assessment – Coronavirus (COVID-19)

General risk assessment in relation to Educational Establishmentsensuring utilisation to be COVID safe in line with Scottish Government and Health Protection Scotland guidance.

**Please note, this is a live working document which may be subject to change.**

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| **Owner** | *Safety & Wellbeing Team* |  |  |

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| **Date** | *23/3/21* | **Version number** | 1.8 | **Document status** | *Live* |

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| **Governance Committee**  | *H&S* | **Date approved**  |  |
| **Review date** | *As required* |

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| **Strategic Alignment** *n/a* |

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| **Consultation process**  | *Occupational Safety & Wellbeing, Education & Families and Trade Unions* |
| **Stakeholders** |  |
| *Education and Families* |  |
| **Distribution** | *Education and Families* |

**Change record**

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| --- | --- | --- | --- |
| **Date** | *20/7/20* | **Author** | *Lorraine Donnelly* |
| **Change made** | *Changes made to Version 1.1 dated 29/5/20 to reflect updated Scottish Guidance as at 16/7/20**ADVICE FROM THE COVID-19 ADVISORY SUB-GROUP**ON EDUCATION AND CHILDREN’S ISSUES**16 July 2020 - Physical distancing in schools* |

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| **Date** | *28/7/20* | **Author** | *Lorraine Donnelly* |
| **Change made** | *Changes made to Version 1.2 dated 20/7/20* ***“Movement Around School”*** *• Zoned entrances to be used to control the flow of pupil movement when coming to school in the morning.** *Lifts only to be used by one person at a time.*

***“Infection Control”****•Hand sanitiser will be available at each entrance of the building.**•Pull up stands depicting good hand hygiene procedures and rules to be applied to prevent the spread of the virus, will be displayed at each entrance.**•Handwashing posters will be displayed outside all toilet areas with additional signage displayed at washhand basins.* |

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| **Date** | *30/7/20* | **Author** | *Lorraine Donnelly* |
| **Change made** | *Changes made to Version 1.3 dated 28/7/20* ***“Persons showing signs of COVID19”****Gloves, aprons and a fluid-resistant surgical mask should be worn by staff if a child or young person becomes unwell with symptoms of COVID-19 and needs direct personal care.* |

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| **Date** | *5/8/20* | **Author** | *Lorraine Donnelly* |
| **Change made** | *Changes made to Version 1.4 dated 30/7/20* * ***“Infection Control”***

*Additional information relating working within close proximity with pupils with additional support needs.** ***Visiting Services***

*Updated to reflect Scottish Government guidance dated 30/7/20** ***Social Distancing – Staff***

*Where adults cannot keep two metre distance, are interacting face-to-face for about 15 minutes or more with other adults or anyone else, face coverings should be worn* |

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| **Date** | *14/8/20* | **Author** | *Lorraine Donnelly* |
| **Change made** | *Changes made to Version 1.5 dated 5/8/20* ***“Infection Control”*** *Removed: Desks/tables to be disinfected before occupied by a pupil who has not occupied it since last disinfected. (tbc)**Inserted:* *Cleaning materials will be available in every classroom for use by staff and pupils to sanitise desks/tables as appropriate.* |
| **Date** | *31/8/20* | **Author** | *Lorraine Donnelly* |
| **Change made** | *Changes made to Version 1.6 dated 14/8/20* *Updated to reflect guidance on use of face coverings within Secondary schools as of 31/8/20* |
| **Date** | *23/3/21* | **Author** | *Patricia Taylor* |
| **Change made** | *Changes made to Version 1.7 dated 31/8/20**Updated to reflect guidance on use of ventilation systems within education establishments.**Change of name to document removing reference to reopening of schools 11/8/20.* |

Risk Assessment

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| **Assessors Name** | **Date/Time of Assessment** |
| **Review Date:**Ongoing – will continue to be updated as per Scottish Government guidance and local requirement when necessary. |
| **RA Reference:**Coronavirus RA No.14 |
| **Location of activity** |

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| Activity DetailsGeneral risk assessment in relation to Educational Establishments by adhering to Scottish Government guidelines.**It should be noted that this risk assessment is a live working document which will be reviewed and amended as the process evolves and in line with Scottish Government/Health Protection Scotland guidance.** |

| **Hazard** | **Who could be harmed** | **Current Controls** | **Risk Rating** **L = Low****M = Med****H = High** | **Further Actions Required** |
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| Infection Control | Staff / Pupils | * Cleaning arrangements will be carried out as currently exist including heightened focus on touch cleaning.
* Hand sanitiser will be available at each entrance of the building.
* Pull up stands depicting good hand hygiene procedures and rules to be applied to prevent the spread of the virus, will be displayed at each entrance.
* Workstations should be disinfected before it is occupied by a staff member who has not occupied it since last disinfected.
* Cleaning materials will be available in every classroom for use by staff and pupils to sanitise desks/tables as appropriate.
* Minimise user contact points by ensuring that all sensor operated doors are operational. Fire doors **must not** be wedged open.
* Additional sanitising provision will be made available in appropriate areas throughout the building.
* Good hand hygiene procedures should be promoted
* Handwashing posters will be displayed outside all toilet areas with additional signage displayed at washhand basins.
* Where working within close proximity with pupils with additional support needs please refer to **PPE Guidance ASN Pupils** for further information.
* Water cooler taps will be included within the touch cleaning procedure carried out by FSS staff. Signage should be displayed near the water cooler advising users not to touch the tap with the mouth of their water bottle and to clean their bottles regularly – a PDF of the poster can be found on MyNL. If within your establishment there are water coolers which may be used more regularly than others due to their location, you may wish to put in place additional cleaning provision at these sites for individuals to use.
* As per Scottish Guidance of 16/7/20 the sharing of equipment /utensils/toys/books should be minimised.
 | **L** |  |
| Movement around the school | Staff / Pupils | * Zoned entrances to be used to control the flow of pupil movement when coming to school in the morning.
* Staff / Pupils should keep left where possible

Lifts only to be used by one person at a time.* Further guidance may be issued when delivery of curriculum is confirmed.
 | **L** |  |
| Class Base Set-Up | Staff / Pupils | * There should be minimal furniture within the classroom. All furniture on site must serve a specific purpose.
* Where possible, all surfaces should remain clear to facilitate cleaning/disinfecting at any given time.
 | **L** |  |
| Social Distancing - Pupils | Pupils / Staff | * As per updated Scottish Government guidance, from 31/8/20 face coverings should be worn where adults and young people in secondary schools (including special schools) are moving about the school in corridors and confined communal areas (including toilets) where physical distancing is particularly difficult to maintain (except where an adult or child/young person is exempt from wearing a covering)

Further guidance is detailed within “Return to Schools & Centres, Advice and Guidance Version 8 issued 28/8/20* At present, face coverings are not required for Primary school children (those clinically advised to wear a covering would be an exception).
 | **L** |  |
| Social Distancing - Staff | Staff / Pupils | * Two metre distancing should remain in place wherever possible between adults, and between adults and children who are not from the same household.
* Where adults cannot keep two metre distance, are interacting face-to-face for about 15 minutes or more with other adults or anyone else, face coverings should be worn.
* Anyone (whether pupil or adult) wishing to wear face protection should be enabled to do so.
* Employees who have underlying health conditions or who have been shielding will be subject to individualised clinical advice about appropriate action in their circumstances via Employee Relations.
 | **L** |  |
| Visitors(anyone who does not normally frequent the premises) | Staff / Pupils  | * Only pupils and staff allowed within the perimeter fenced area of the school. Parents will not be permitted to enter these areas when dropping off or picking up their child.
* Visitors should be discouraged from attending the premises without an appointment.
* All visitors MUST sign in and out of the premises with appropriate times noted and relevant contact details to comply with Test & Protect guidance.
* All visitors will wear face coverings
* All visitors will be asked to sanitise their hands on entry to the building and when leaving.
 | **L** |  |
| Staff awareness and protocols | Staff | * Staff will be briefed prior to return by Head of Establishment on current expectations and protocols
 | **L** |  |
| Pupil awareness and protocols | Pupils | * Pupils will be briefed on first day of return to school on protocols to be followed.
 | **L** |  |
| Staff Welfare Facilities  | Staff | * Two metre physical distancing must be adhered to in communal areas such as staff rooms.
* Cleaning resources to be made available for staff to disinfect handles of fridges, kettles, microwaves before and after each use.
* Head of Establishment will manage staff breaks and advise of appropriate areas available.
* Head of Establishment to put in place suitable procedures to manage the use of staff toilets whilst adhering to physical distancing requirements.
 | **L** | . |
| Persons showing signs of Covid-19 | Staff / Pupils | * Any staff member becoming unwell or showing signs of NHS categorised symptoms, follow guidance provided within COVID-19 RECOVERY GUIDANCE DOCUMENT FOR HEAD TEACHERS AND HEADS OF CENTRE – Version 3 Issued 10/6/20

**Section 15**: Testing, Trace and Protect Procedures for Employees* Any child becoming unwell or showing signs of NHS categorised symptoms should be taken to an isolation zone (preferably which is ventilated eg. Open windows) until they can be collected by their parent. Gloves, aprons and a fluid-resistant surgical mask should be worn by staff if a child or young person becomes unwell with symptoms of COVID-19 and needs direct personal care.
* Any suspected or confirmed cases of Coronavirus should be escalated immediately to Head of Service and appropriate action and guidance will be provided
* Appropriate cleaning of affected area will be carried out by Facility Support Services.
 | **M** |  |
| General Maintenance of systemsEg Fire alarm, heating, emergency lighting, water testing etc. | Staff / Pupils | * All cyclical maintenance checks including fire risk assessments continue to be carried out
 | **L** |  |
| Fire Safety | Staff / Pupils / Visitors | * Current Fire Risk Assessment in place.
 | **L** |  |
| First Aid Provision | Staff | * Current procedures to remain in place.
* Further guidance to be issued.
 | **L** |  |
| Contractors | Staff / Pupils / Contractors | * Any work to take place should be discussed in advance between contractors / Maintenance Officers, Facility Officer and HT.
* Contractors will report to Facility Officer and be accompanied to area of work and follow protocols for that particular site.
* If work is required to be carried out in an open area then 2 metre physical distancing must be observed.
 | **L** |  |
| Visiting Services (peripatetic staff) | Staff / Pupils  | * As per Scottish Government guidance issued 30/7/20 movement between different settings should be kept to a minimum, until further notice. Every effort should be made to carry out support through lower risk methods such as digital / virtual means or outdoor settings.
 | **L** |  |
| Ongoing Monitoring | Staff / Pupils | * A suite of documents have been prepared which will provide checklists for Head Teachers to use to ensure they have met their risk assessment requirements.
* A tool box talk is available which can be used with their teams
* A checklist they can use on a weekly basis which allows them to monitor if any changes are required to ensure safety is maintained
* Documents are held on My NL
* Other resources will be available via the TOD team as the Council transitions the employees into a new way of working both in and out of the School buildings.
 | **L** |  |
| Ventilation | Staff / Pupils / Visitors | * Windows to remain open throughout the day to allow good ventilation, ensuring temperatures allow for thermal comfort (by increasing/reducing the amount of windows to open and how wide they are required.
* Doors to be kept open with the exception of cross corridor fire doors which should not be held open unless they are automatically self-closing when linked to the fire alarm.
* Where mechanical ventilation is available this can be used to circulate fresh air (only) avoiding recirculation air settings. Full guidance on use of mechanical ventilation can be found in MyNL.
* Use fans **only** in well ventilated areas (not enclosed spaces).
 | **L** | * General guidance for classroom settings is a minimum temp of 17C so indoor heating may need to be adjusted to compensate for cool air coming from outside.
* Designated seated plans may be required to reflect individual temperature preferences.
* Any issues relating to mechanical ventilation systems should be raised Corporate Repairs and Maintenance Team (CRMT) via the Maintenance and Improvement Officer.
* Avoid the use of ad hoc devices such as portable heaters, humidifiers, dehumidifiers or air conditioners.
* Any issues with the opening of windows must be reported to CRMT immediately.
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Summary of Action Required

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| Action Required | Responsible Person | Timescale for Completion | Date Completed |
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The contents of this risk assessment are an accurate reflection of the activities being undertaken and appropriate control measures to be implemented or maintained to ensure the activity can be undertaken whilst protecting the health safety and welfare of employees and anyone else who could be affected. The content of the risk assessment will be made known to employees, controls implemented and monitored and a review carried out either annually or when a change to circumstances dictates.

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| Signed:Date: |

**Further information**

Health Protection Scotland <https://www.hps.scot.nhs.uk/>

NHS Inform <https://www.nhsinform.scot/coronavirus>

NHS Lanarkshire <https://www.nhslanarkshire.scot.nhs.uk/coronavirus>

Health and Safety Executive <https://www.hse.gov.uk/>

Health and Safety Executive, Managing risks and risk assessment at work

<https://www.hse.gov.uk/simple-health-safety/risk/index.htm?utm_source=hse.gov.uk&utm_medium=refferal&utm_campaign=risk&utm_content=home-page-info>

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