

Education Resources General Risk Assessment

Assessment Title	Minimising Covid-19 Exposure – Schools and nurseries re-opening full time from 11 August 2020 (V5) Updated 2/11/20 by M Stewart DHT	Generic <input checked="" type="checkbox"/> Specific <input type="checkbox"/>	
Scope of Assessment	1. Headteachers and other senior managers working in schools and other educational settings 2. Employees returning to school settings 3. Pupils returning to school settings	Reference	ER 30/07-2
		N° Affected	various

Persons: Employee Service User Contractor Visitor Young Person Public **Frequency:** Monthly Weekly Daily Hourly Occasionally

RISK COLOUR CODE/ SCORE	LOW RISK ✓	MEDIUM RISK	HIGH RISK	VERY HIGH RISK
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Aide Memoir ✓ - present and considered, X considered not to be present													
Hygiene	✓	Workplace	✓	Handling / Lifting	x	Machinery	x	Slip / Trip / Fall	x	Traffic / Driving	✓	Dangerous Substances	✓
Temperature	x	Fire / Explosion	x	Pressure System	x	Environment	✓	Access Equipment	x	Electricity	x	Moving / Falling Objects	x
Work at Height	x	Noise / Vibration	x	Other (s) (note)		Weather	x	DSE / Ergonomics	x	Violence	x	Tools / Work Equipment	x
						Note:							

Hazard/ Concerns	Risk Rating	Control Measures	Residual Risk Rating	Further Action Required
Exposure to Covid-19 infection as a result of direct or close contact with others	16 Very High	<ul style="list-style-type: none"> Two metre physical distancing between adults must be maintained. Two metre distancing between adults and children must also be maintained where possible. Staff will be encouraged to work within a two-metre teaching zone around desk and minimise contact with pupils. There should be no close contact involving teachers and pupils at desks, even if there are face coverings worn and the time is short. Physical distancing or physical contact will be minimised as much as possible between young people, particularly between BGE and senior phase. Groupings of students will be kept together at points during the day. There will be staggered break and lunch sittings. Junior and senior school students will be separated in this respect. Where courses may require an element of group working, students are advised to work side by side. If requiring to work, in up to groups of four, a two meter distance should be maintained and face coverings worn, where 	4 Low	

possible. The use of Perspex screens can also be implemented for this function. There should be no sharing of resources, such as equipment, pens, paper and textbooks. The timeframe for this should be kept a minimum.

- There will be no assemblies or other typically large gatherings. Information will be passed to pupils via tutor teachers. Should there be a requirement to evacuate the building, ensuing pupils and staff are clear of the building quickly and safely will be identified as the primary risk. Staff should try to maintain physical distance at muster area, however risk is reduced due to being outside. In the event of a false alarm, any close contact with others will fall within the 15 minute permitted exposure window.
- There will be staggered start / finish times and soft changeovers. Students will be timetabled for double periods.
- It is now mandatory for face coverings to be worn in the classroom for S4,5 and 6 pupils, as well as teachers of these subjects. Staff / faculty areas will be provided with face coverings should pupils require one.
- All pupils, teaching staff and other school staff should wear masks in all communal areas at school. Teachers must encourage all pupils to put face coverings on prior to leaving their classes. This should form part of the end of lesson routine alongside hand sanitising.
- Face coverings should be worn in corridors, during interactions of a sustained period (15 minutes or longer) and in confined communal areas (including toilets), where physical distancing is particularly difficult to maintain. Also, for those who travel by public or dedicated school transport and for those who access local shops at lunch times. CMT will be conducting spot checks.
- Exemptions apply and staff / students should not be challenged around their reasons for not wearing.
- Where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled/unsafe, there is a contingency supply to meet such needs. Every pupil will be checked and provided with a face covering at each of their pupil entry doors. This will happen at the start of each day and when pupils returns from being outside at break or lunch. Supplies will be

monitored by school office staff and additional supplies audited and ordered on regular basis to meet demand.

- Teaching and non-teaching areas, may need to be reconfigured taking account hygiene, staffing, supervision, individual learner and staff needs. Classrooms must be set up, where possible, with pupil's seated side-by-side and front facing, maximising space between desks. If any member of staff is unhappy with the layout of a classroom, if covering a class outside their own faculty, please contact the faculty head responsible for that area.
- Detailed and updated seating plans must be created by each class teacher for each lesson, clearly identifying the pupil, location in class and proximity to each other and the teacher's desk. This must be updated if any changes are made (even if temporary) and sent to Jill Dodds immediately.
- Physical interactions will be decreased in and around the school, via a one-way / keep left system and by staff and pupils, using designated entry/exit points. There are staggered ends to the day, for senior and junior pupils, who must leave the school building using nearest exit point.
- Following breaks and at the start of the day classrooms will be accessed directly from outside, (or through street) through the designated entry / exit points for students and will be monitored in sanitising hands and putting on face coverings at every entry point.
- The use of staff rooms will be limited and should be set up to ensure two metre distancing between occupants. A maximum capacity notification must be placed on each door, which must be strictly adhered to. Where maximum capacity is reached, alternative arrangements must be put in place (use of classroom or designated time slots). Encourage cleaning items after each use including cooking equipment, crockery and cutlery. There must be no sharing of food and drinks, including milk. Spot checks will be undertaken to ensure compliance and this will be monitored by CMT / FH.
- Outdoor spaces should be maximised where practical.
- Pupils leaving and returning to school at lunchtime, must adhere to government regulations on using face coverings and maintaining physical distancing whilst using shops in the community. On return from school, they must pass through a sanitation area (games hall) which will be

monitored to ensure no food is brought into school and that hands are sanitised.

- Guidance has been issued on travel arrangements to parents and staff. Walking, cycling etc. to school is encouraged to help reduce unnecessary travel on buses or public transport. Designated pick up/drop off areas have been communicated to ensure minimum congregation of students at school gates. Parents will not be permitted to enter the school for pick up and drop off unless there is a pre agreed arrangement to do so. You should only car share with members of your own, or extended, household, and follow guidance when there is no alternative.
- Students and staff travelling on public transport should follow all necessary government and industry advice to reduce risk. Extra time must be given to travel as services may be subject to delay / cancellation. Concession must be given to pupils arriving late in the short term.
- Enhanced risk assessment to be carried out for BAME community including supporting individual requests for additional protections in discussion with staff, pupils and families. Arrangements for those pupils may be subject to change.
- Enhanced risk assessment may take place, where appropriate, with pupils who have underlying health conditions and / or if a request is made. These options feature on the mitigations section of this document.
- Enhanced risk assessment will be undertaken for those with specific individual circumstances (such as those with underlying health conditions) in line with any specific clinical advice and assessment of risk. Staff should use the South Lanarkshire Council Self-Assessment form to help inform discussion with Jill Dodds or Liz White on these matters. Assistance will be provided for employees who may require assistance in accessing hygiene facilities.
- Signage and posters have been produced and placed around the school building in order to keep pupils and employees informed, on things such as direction of travel and reiterating health and hygiene advice. Video updates have been produced, to be shown in classes, reiterating health and safety advice.

- Staff should not come into school if they or a household member is displaying symptoms (new persistent cough / fever / high temperature / loss of or change of taste or smell). Should any employee / pupil show symptoms of infection while in school, they should alert Jill Dodds or the Headteacher immediately and will be sent home.
- An isolation space has been designated for anyone showing symptoms of infection or who takes unwell, which is the former DMR room (G106) next to the office pending collection or medical assistance. Areas of exposure will then be subject to a deep clean. Jill Dodds will alert the Health Protection Team Lanarkshire to arrange for priority testing for the individual. As key workers, staff testing will be prioritised over the general public. CMT will then follow guidance and advice provided by them.
- Face to face meetings between staff, parents and other agencies will be limited. Communication will be conveyed through e-mail and through line managers for staff. Should meetings need to take place, the capacity of meeting rooms should be carefully considered, ensuring two metre physical distancing. Meetings with parents and visitors to be kept to a minimum.
- Working from home may still be applicable for staff in order to minimise time spent in the school building after the school day. A clear sign out policy has been created and agreed with unions, so that we can ensure the safety requirements of the school are met and that we can trace staff quickly if necessary.
- Office staff have clear advice on dealing with enquiries from the public. Communication will be regular for all stakeholders ensuring they are suitably informed.
- Staff and pupil movement between establishments including peripatetic / supply staff should be kept to a minimum.
- The first aid box / office have supplies such as PPE to allow for enhanced protection where required.
- M Stewart will conduct PPE orders on a 4 weekly basis and will monitor usage and distribution

<p>Additional Local Concerns Individual pupil risk mitigations as and when required</p>		<p>For pupils with underlying health conditions / issues that may affect them we have allowed concessions to be made to their school day. These consist of either some or all of below;</p> <p>Delayed start and end time to allow pupils to avoid the most congested times in the school</p> <p>Pupils may arrive at class after other pupils have entered and will follow the same cleaning protocols that other pupils undertake.</p> <p>Masks will be permitted to be worn in classes, if appropriate. Visor/gloves made available to pupils if appropriate.</p> <p>Pupil seating plan in place for each class. Pupil will be placed close to the door or the window to ensure as much ventilation as possible. Pupil will be offered seating, with clear 2m distance from others in class, where possible.</p> <p>Areas of the school identified at break and lunchtimes, to avoid congested areas. This will be monitored and sanitised after use</p> <p>Communication and monitoring of this will take place via pupil support managers.</p>		
<p>Exposure to Covid-19 infection as a result of poor personal hygiene</p>	<p>12 High</p>	<ul style="list-style-type: none"> Staff, pupils and visitors will be made aware of the high importance of frequent and thorough handwashing / sanitising through regular communication. Staff will be briefed on inset days, faculty meetings and pupils should be constantly reminded of good habits as part of their lesson starters. Spot checks will take place by CMT and FH. All staff and pupils must frequently wash their hands with soap and water for 20 seconds and dry thoroughly or use hand sanitiser. Sufficient handwashing / sanitising facilities are available around the school and in all classrooms. The office must be alerted immediately should these supplies run low / or if there is any issues with the provision at all. Cleaning staff will record and ensure supplies are topped up where required. Back up supplies will be stored in each base for emergency use only. 	<p>4 Low</p>	

		<ul style="list-style-type: none"> • Staff and pupils will be instructed to clean their hands on arrival at school, before and after eating, and after sneezing or coughing. Additional spray / paper towels will be available in all classrooms should it be required. • Staff and pupils must use a tissue or elbow to cough or sneeze and use the lidded bins provided for tissue waste. It must be reiterated to staff and pupils not to touch their face. • Assistance will be made available for staff and pupils who may require assistance in accessing hygiene facilities. Please contact CMT. • Anti-viral sanitising wipes provided for regular personal use at computer keyboards, photocopiers and telephones. Pupils should be instructed to clean their own surfaces / keyboards after use. This should be done using wipes and not spray, until advised to do so, • Most staff will not require PPE, however PPE will be provided, only where adults cannot maintain a two metre distance and are interacting face to face for 15 minutes or more. Or where a pupil becomes unwell with symptoms of coronavirus and a distance of 2 metres in the designated area prior to parent collection cannot be maintained or there is risk of splashing from a cough, spit or vomit or any other task that would routinely involve PPE e.g. providing first aid. • Jill Dodds will alert the Health Protection Team Lanarkshire to arrange for priority testing for the any individual who is symptomatic. As key workers, staff testing will be prioritised over the general public. CMT will then follow guidance and advice provided by public health. • Face to face meetings should be avoided. • Water dispensers in the street can be used with care and those doing so should sanitise their hands before and after use. To reduce usage, staff and pupils should bring their own filled bottle each day which can be topped up during the day if required. 		
<p>Additional Local Concerns To be completed by assessor</p>		See amendments above		
<p>Increased risk of exposure to Covid-19 as a result of poor environmental hygiene</p>		<ul style="list-style-type: none"> ▪ Prior to staff and pupils returning, a clean will take place in all areas including the use of electrostatic spraying. 		

12
High

- An enhanced cleaning regime will be in place including an increased focus on high intensity touchpoints such as door furniture (push plates, handles), wall furniture (light switches, sockets) and sanitary ware to ensure those spaces are sanitised more regularly. Janitors will monitor and record cleaning regimes and will also monitor and top up levels of sanitiser / wipes if required. Any immediate requirements should be communicated to the school office who will inform janitorial staff. Staff must not bring in their own cleaning supplies as this may interfere with the cleaning products used by the school. DHT will meet with Head janitors on a weekly basis to feed back.
- All areas will be electrostatically sprayed weekly with a protective covering. All staff must vacate their teaching area by 5pm as they cannot be exposed to this and to accommodate additional cleaning. A clear desk policy must be in place
- Monitoring takes place and orders are made on a weekly / monthly basis to ensure supplies remain in place.
- Staff must ensure a clear desk policy to ensure all areas can be cleaned effectively. Although hot desking should be kept to a minimum, where staff are moving between classes areas should be wiped down using anti bacterial wipes by the outgoing teacher. Staff must also remove unnecessary items from classrooms and other work areas and space will be allocated to store it elsewhere, if appropriate. Any storage / furniture movement requirements should be communicated by FH to CMT or HT, where SPIE/Janitors will assist.
- Remove any soft furnishings in your classroom, such as cushions, beanbags and products / materials that are hard to clean (such as those with intricate parts).
- Limit the use of shared resources, including those usually taken home. Keep bags off desks and worktops. Any shared materials and surfaces should be cleaned more frequently. Although it is advised that shared materials be quarantined for 72hrs, staff can wipe down shared resources with the spray and paper towels provided, to allow textbooks etc to be used again.

4
Low

- Pupils and staff should continue to use the anti-viral sanitising wipes or COVID Guard spray provided to each classroom, for regular use at desks, computer keyboards, photocopiers and telephones. Updated guidance will be distributed should there be any changes in protocol.
- Lidded bins for tissues are emptied throughout the day.
- All spaces should be well ventilated using natural ventilation. Doors can be wedged open and wedges will be provided for each staff member. You must ensure that any fire doors are not propped open as these automatically shut in the event of an alarm sounding.
- Although Health Protection Scotland regard this as a non-airborne virus we have taken the following industry guidance from REHVA (European Collaboration Network):
 - Ventilation Systems bring air into and extract air out of buildings and therefore should remain active – these have been switched on 24/7.
 - With regards all heating / ventilation plant, as of Monday 19th October plant will enable 2 hours earlier than normal occupation time and will remain enabled throughout the school day under normal control of BMS system, the plant will then disable 2 hours after the end of normal occupation. This means that normal school occupational BMS time schedules will be extended by 2 hours either side of normal occupation time schedule and heat output will remain on / enabled throughout the school day. As an example if normal non covid heating / ventilation time schedule was 0800 until 1700 then as of Monday 19th October this time schedule will now be extended to 0600 until 1900. In rooms where Fan Coil Unit's are present then teachers will have the ability to adjust settings as required at room controller as they would normally (not withstanding that windows are likely to be open)
 - The opening windows or doors in these areas (except fire doors) should be used to regulate heat alongside the ventilation system.
 - Server rooms will remain on as no personnel occupy these spaces.

		<ul style="list-style-type: none"> ▪ Murray Stewart will conduct regular monitoring and meetings with Spie, and janitors /cleaning staff to confirm and check cleaning regimes, adjust as necessary, identify problem areas and ensure that levels of supplies are maintained. ▪ Weekly meetings conducted with union reps to check systems and deal with concerns on an ongoing basis. Medium for staff to raise issue directly with COVID coordinator or through union rep. 		
Additional Local Concerns To be completed by assessor		See amendments above		
Increased risk of exposure to Covid-19 and its effects as a result of poor communication	12 High	<ul style="list-style-type: none"> • All staff are aware of, and have access to, the full range of Corporate guidance on managing risks associated with Covid-19 including Education Resources Safe System of Work – Covid-19 Working Safely in Educational Establishments. See link; T:\Health and Safety 2020 • Fire arrangements and health and safety guidance has been updated to reflect current constraints. T:\Health and Safety 2020\Fire Evacuation Updated August 2020.docx • All staff have been briefed on new working arrangements on inset day 1 and fully understand the role they have to play. • All staff will have the opportunity to discuss new working arrangements on an ongoing basis and have been informed to report concerns through school office/ direct to CMT H & S coordinator, where this will be logged and recorded. This is monitored on a daily basis. • Union Reps will be consulted through a scheduled weekly meeting, by CMT H & S coordinator. • Janitorial staff and cleaners will meet with CMT H & S coordinator on a scheduled weekly basis. Monitoring process are reviewed and checked. Areas are subject to daily spot checks to ensure cleaning standards are kept high. Issue reporting takes place via CMT H & S coordinator. • Student focus groups will take place to review procedures. • Parent council will be consulted and informed of any amendments to procedures. Risk assessment will be made available on school website 	4 Low	

- Zero tolerance of symptoms should be in place and staff will follow strict compliance with current Government guidance in relation to Test and Protect and restrictions on movement.
- Staff understand Covid-19 infection symptoms and what to look out for.
- All visitors including parents, contractors and suppliers are advised not to enter the premise unless previous agreed by the management team and via an appointment only system.
- Contractors and suppliers are aware of local protocols for entering the premises and safe use of facilities such as toilets.
- Liz White has produced a recovery plan for our school which forms our main focus for the school improvement plan. Alongside regular communication and updates, this provides timely and clear communication about the approach we are taking to recovery.
- All children and young people and parents are aware of the new arrangements and controls within and their responsibility in taking these forward.
- Parents have been surveyed and communication has been provided to encourage walking, cycling, scootering, park and stride and remind parents of responsible parking, drop off and pick up. This forms part of our transportation planning.
- The establishment has arrangements for good quality dialogue with pupils about the new measures and any changes. This will predominantly be delivered through tutors and reinforced during lessons.
- The establishment will ensure its approach co-ordinates with wider easing arrangements nationally and locally to help promote a coherent feel to provision of services and will consider designating a member of management staff to act as a 'Covid Officer' to help take this forward. Regular meetings will continue to be required to ensure risk mitigation actions remain in place and resolve any issues arising.
- The establishment will inform all staff and follow all instructions in relation to the following national programmes available to all establishments within South Lanarkshire :
 - ✓ Test and Protect programme
 - ✓ Fast access to Covid-19 testing for staff and pupils

		✓ Enhanced surveillance programme for schools		
Additional Local Concerns To be completed by assessor				
Increased risks due to long term closure of the building	12 High	<ul style="list-style-type: none"> Property inspection arrangements have been carried out by Spie, such as testing of water, utilities, lifting equipment and fire controls. Freestanding watercoolers require to have a sanitisation carried out by Water logic prior to use. I have been advised by Health and Safety that a local risk assessment will require to be carried out to determine if the cooler can be used and appropriate measures be put in place to ensure it is cleaned regularly. 	4 Low	
Additional Local Concerns To be completed by assessor				
Additional Risk Areas	12 High	<ul style="list-style-type: none"> Existing Fire Evacuation Plans have been updated. Anne Murie and Murray Stewart will update PEEPs. A weekly review of risk assessments by CMT H & S coordinator alongside Head Teacher and Union representatives. Safe systems of work for practical subject areas in secondary will be undertaken, taking account of the controls above, identified issues and any changes in government advice. This is managed through Faculty heads and Link CMT. We will undertake review of existing Health Care Plans, risk assessments and Behaviour Assessment and Support Plans (BASPSs) for children with more complex needs taking account of the controls above. Jill Dodds will ensure that staff are fully aware of the wellbeing supports available to them including those via South Lanarkshire Council's Employee Assistance Scheme. PSM and CMT Link Pattie Owens will implement new guidance on supporting the mental health and wellbeing of children and young people. Staff must review all Wellbeing curricular supports available to them including Scottish Government and Education Scotland Guidance and SLC related resources including Promoting Positive Relationships and 	4 Low	

		Understanding Distressed Behaviour, Attachment Theory and Practice, Education Operating Procedure A30 - Supporting those involved in Violent Incidents and Autistic Spectrum Disorder (ASD Consultation). Links will be provided on the staff shared drive		
Additional Local Concerns To be completed by assessor				

Supplementary recording sheet used? Yes No Number of sheets used: _____

Note on Manager Actions:

Heads and Managers should use this assessment to cover general and local matters specific to their establishment. This local information can be added above to create an overall action plan to help ensure everyone understands what is required of them and how they can best protect themselves and others.

You should review this document in partnership with staff and their representatives, adapt as necessary for your establishment, sign off and share with all persons involved. It is good practice to review these arrangements on an ongoing and regular basis with your team.

Specific Additional Guidance/Notes:		
<ul style="list-style-type: none"> Ed Res Covid_19 Pupils Returning Safe System of Work Current public health approach on clinical vulnerabilities Government direction and guidance on required action available from www.gov.scot/coronavirus-covid-19/ 		
Further Actions/Recommendations	Timescales	Responsible Person

Risk Matrix.					
Use the matrix below to give a general evaluation of risk, based on the most likely outcome.					
Almost Certain (90% - 100%)	5	10	15	20	25
Likely, only to be expected (65 - 88%)	4	8	12	16	20
Probable, not surprising (40 - 64%)	3	6	9	12	15
Unlikely (10 - 39%)	2	4	6	8	10
Rare (0 - 9%)	1	2	3	4	5 **
Likelihood	Insignificant	Minor (Lacerations/sprains)	Moderate (Minor bone break, temporary)	Major (break of major bone, loss of digit)	Catastrophic (Fatality)

Standard Actions			
Provision of Information, Instruction and Training			
Passing on the details to others within SLC, partners or contractors			
Preparation of Safety System of Work			
Commissioning other specialist risk assessments (please list relevant ones)	1)		
	2)		
	3)		

Consequence					
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Low		Medium		High		Very High	
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** If a fatality is being considered as the principal potential outcome, discussion should take place with the H&S team

Risk Assessor(s): Murray Stewart		Manager Name: Liz White		Date: 10/09/20
Reviewer: Liz White/ J Humphries		Establishment: Calderglen High School		
Signature(s) M Stewart L White J Humphries	Date:	10/09/20	Signed: L White	