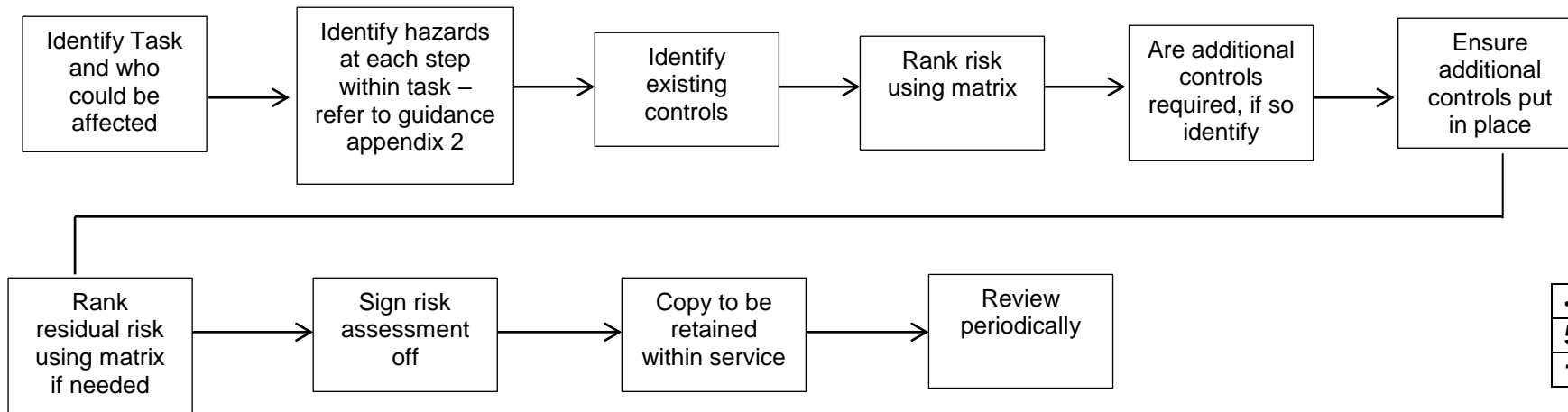


Argyll & Bute Council Risk Assessment Form

- Form to be completed only by competent, trained assessors.
- Use in conjunction with Guidance on Risk Assessment and flow process chart – calculate risk rating from matrix, Likelihood x Severity = Risk Rating.
- Insert photographs where appropriate or available.
- Once completed pass form to line management for implementation of any new control measures identified.
- Copy to be retained within service.
- If you require additional guidance refer to the Health and Safety SharePoint via The Hub (https://fios.argyll-bute.gov.uk/sites/heathandsafety/_layouts/15/start.aspx#/SitePages/RISK.aspx) or email healthandsafety@argyll-bute.gov.uk

		LIKELIHOOD					
		1	2	3	4	5	
		Rare	Unlikely	Possible	Likely	Almost Certain	
S E V E R I T Y	1	Insignificant	1L	2L	3L	4L	5M
	2	Minor	2L	4L	6M	8M	10M
	3	Moderate	3L	6M	9M	12M	15H
	4	Major	4L	8M	12M	16H	20H
	5	Catastrophic	5M	10M	15H	20H	25H

Hierarchy of Controls	
a. Elimination	d. Otherwise controlled (e.g. safe systems of work, signage, warnings, procedures, training, supervision, etc.)
b. Substitution with a safer alternative (e.g. mains tools substituted with battery operated)	e. Reduced effectively by using Personal Protective Equipment
c. Made safer through using engineering controls (e.g. guarding)	



< 5	Low
5 < 15	Med
15 < 25	High

Argyll & Bute Council Risk Assessment Form

Argyll & Bute Schools returning after lockdown																				
Mainstream schools: S1-3 (BGE) , S4-6 (Senior Phase)																				
Full return to school: August 2020																				
Blocked day structure: alternative day structures for S1,S2, S4 and S3, S5/6																				
Work Task: (activity or process)					Assessment Undertaken By:					Jemma Playfair										
Designation:			DHT with responsibility for Health and Safety			Assessment Date:			August 2020			Review Date:		September 2020		Service:		Education Services		
Signature:						Department/School			Generic for school estate											
Who may be affected?		Staff	*	Contractors	*	Visitors	*	Public	*	Pupils	*	Others		Volunteers		Ref No:	Edu /COV 001			
Hazards		Controls (List existing controls in place – link to policy etc)							Risk Rating Use Matrix			Additional Controls Required? (List)				Residual Risk Rating				
									L	S	R					L	S	R		
CLINICAL RISK TO INDIVIDUALS FROM COVID-19 Staff, wider contacts, school partners		Identify staff and pupils who have previously been classed as 'clinically extremely vulnerable'/ previously shielding and ensure individual risk assessments are in place, if necessary It is important to consider that plans are subject to change, if guidance changes from the Scottish Government and/or Public Health Scotland. Allowing time to review plans and carrying out regular review means that schools can judge how pupils and staff can continue to be safe. Consider starting with a manageable / sustainable plan and building from there rather than removing provision.									15	Staff: CC to collate response from staff Pupils: PTG's and PT Support to get list to JP asap Teaching staff to continue to upload work on to Google Classroom. This should continue to be used as frequently as it was during school closures (ensures consistency for pupils in the event of it being needed in place of face-to-face teaching again)						6		
											16							9		

<p>Spread of COVID 19</p>	<p>Identify (and record that this has been carried out for every individual) all staff and students who are either, clinically extremely vulnerable or have household members who were previously shielding, with the Head teacher</p> <ul style="list-style-type: none"> • Those who are 'clinically extremely vulnerable'/ previously shielding should attend. • Those who live within someone 'clinically extremely vulnerable'/ previously shielding should attend and ensure they; <ul style="list-style-type: none"> ○ Maintain strict physical distancing ○ Maintain good hygiene throughout the day <p>Identify those staff or pupils who are, or who live with someone who is, symptomatic or a confirmed case of COVID-19. They cannot return to school until the self-isolation period is over, or a negative test is received. Self isolation guidance</p> <p>Ensure up to date risk assessments for children on EHC plans, carried out with educational providers and parents/carers, to ensure child is at no more risk in the school setting than at home</p> <p>Set up clear, repeated messaging to parents/carers that pupils must not attend if they, or a member of their household, has COVID-like symptoms or a positive test.</p>			<p>Staff: CC to collate response from staff</p> <p>15 Pupils: PTG's and PT Support to get list to JP asap</p> <p>Risk Assessment to be shared with all staff on 02.08.20 (first draft) for consultation.</p> <p>An individual risk assessment , where necessary, to be carried out for staff/pupils that fell into the 'clinically extremely vulnerable'/ previously shielding category</p> <p>A COVID-19 Occupational Risk Assessment can be carried out for any staff/pupils that fell into the 'clinically extremely vulnerable'/ previously shielding category. (Contact JP if required)</p> <p>16 Staff member or parent/carer to alert school of when self-isolation periods starts and is due to end.</p> <p>Staff are supported by their line managers with a phone call prior to returning to work.</p> <p>6 Support staff complete for August return</p> <p>6 Parents/carers have been given guidance from PB in letters. Most recent letter on 02.08.20 shares the most recent guidance</p>		<p>5</p> <p>8</p> <p>4</p> <p>4</p>
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<p>Equalities</p>	<p>Plan to register pupils in each session to keep accurate records of pupils who are back in school physically</p> <p>Identify staff or pupils who are more at RISK, for example; BAME pupils and staff, pregnant staff</p>			<p>4</p> <p>6</p>	<p>Work to still be uploaded to Google Classroom for any pupils who are self-isolating or who are unable to attend school</p> <p>An individual risk assessment , where necessary, to be carried out for staff/pupils who are in one of the protected characteristics Equality Act</p>		<p>4</p> <p>4</p>
<p>Staff Wellbeing</p>	<p>Consult with and involve staff in the setting up of individual school plans and systems as far as possible and discuss / share this risk assessment.</p> <p>Consider building in familiarisation time, training time and practice time for staff before opening the school to pupils.</p> <p>Wherever possible rota staff who have to come in to help manage their wellbeing and concerns. Consideration should be given to allowing staff adequate breaks / fair allocation of workloads.</p> <p>Consider if employee risk assessments need to be amended or new ones carried out for staff experiencing mental health issues.</p>			<p>12</p> <p>9</p> <p>9</p> <p>9</p>	<p>Initial R.A shared with SLT&PTs and discussed at BoS on 01.06.20</p> <p>August version sent to all staff for consultation on 02.08.20</p> <p>Depts chose a day to come into school in June to meet together</p> <p>School has been open throughout the Summer holidays, so staff could come in whenever they wanted</p> <p>In-service day will allow staff time to familiarise themselves with the school building and prepare</p> <p>TimeTablers will look at completing a new Timetable with reference to the documentation released from the Scottish Government on 30.07.20 COVID-19: Guidance on preparing for the start of the new school term in August 2020</p> <p>SLT/ PTs to liaise with staff and see if risk assessments need amended</p> <p>Identify Mental Health and give guidance to help or assistance (use Council information on the Hub). Inform staff about support via Education Support Partnerships and HR or H&S.</p>		<p>6</p> <p>4</p> <p>4</p> <p>4</p>

	It is recommended that regular staff meetings (via skype etc. or following social distancing rules) are undertaken with staff on site and that regular telephone, skype etc. communication is held with staff who are not present to maintain contact and assist wellbeing			3	<p>Full staff meetings will be held via Google Meet</p> <p>B.O.S meetings/ Department meetings will be held in adherence with physical distancing</p> <p>SLT/ PTs to liaise with staff and see if support is needed</p>			3
<p>Staff levels</p> <p>Direct transmission of coronavirus in the school environment through person-to-person contact/ coughing etc</p> <p>physical arrangements</p> <p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Framework requirement: Decide the physical structures needed to limit risks and limit movement around the building(s) (for example, classroom layouts, entry and exit points, pupil 'bubbles', staggered breaks and lunches and use of staff communal areas)</p> <p>Wherever possible, blocks of learning to be favoured instead of 45 minute single periods</p> <p>Agree how safety measures and messages will be implemented and displayed around school.</p> <p>Agree whether breakfast clubs, lunch clubs and after-school clubs can operate (in line with the implementing protective measures in education and childcare settings guidance), and under what terms.</p>			6	<p>Draft Blended Learning paper out to staff on 31.05.20 for consultation. All taken into consideration in this approach</p> <p>Blended learning paper will be amended in light of changes from Scottish Government on 30.07.20 COVID-19: Guidance on preparing for the start of the new school term in August 2020</p>			4
				6	<p>New Timetable design will take this into consideration (TT will be redesigned to ensure movement is minimal)</p>			4
				6	<p>Signage will come from A&B council</p>			4
				12	<p>Initially, these will not run.</p> <p>As we create our "new normal" together as a school community we will review this and look at phasing the return of these facilities and clubs</p>			3

	<p>Ensure that children, and staff where possible, only mix in a small, consistent group (Bubbles) and that small group stay away from other people and groups or bubbles within the school premises.</p> <p>Pupils will split into two different school day timings</p> <ul style="list-style-type: none"> • S1, S2, S4 • S3, S5, S6 <p>This will allow for staggered breaks, lunches and finishing times</p> <p>Social distancing and hygiene practices (see below) should be adhered to where face-to-face teaching is necessary. If practical subjects staff are unable to physically distance from pupil(s) for over 15 minutes PPE will be required</p> <p>Set up desks as far apart as possible (without losing the capacity of the classroom) and designate areas for staff breaks that maintain social distancing and hygiene.</p>			<p>12</p> <p>12</p> <p>9</p> <p>9</p>	<p>Blended Learning paper discusses “block” approach to day so this minimises contact for pupils and staff</p> <p>Blended Learning paper discusses “block” approach to day so this minimises contact for pupils and staff</p> <p>New Timetable being completed to allow for this</p> <p>PPE will be provided for staff (if necessary)</p> <p>Practical classrooms should take 20 pupils and all other classrooms should allow for approx. 30. *some rooms may not allow for this due to size</p> <p>Staff breaks will be staggered to allow more distancing</p>		<p>4</p> <p>4</p> <p>4</p> <p>4</p>
<p>Arranging rooms & limiting proximity</p> <p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Limit the number of persons in each room/area to follow social distancing guidance.</p> <p>Rooms to be kept as well ventilated as possible (classroom doors open at all times)</p> <p>Based on the size of each room, determine how many people can use it at any one time to maintain a distance of two metres.</p> <p>Maximum number in <u>most</u> classrooms approx. 30 Maximum number in <u>practical</u> subject classrooms 20 (Admin and IT, Art and Design, Home Economics, Technical, Science)</p> <p>Maximum numbers in the fitness suite: No Indoor PE at present Maximum numbers in games halls: No Indoor PE at present</p> <p>LUNCH: Year Groups in the dining area/hall/terrace: S1 or S5/6 LUNCH: Year Groups in the large Games Hall: S3 or S2 LUNCH: Year Groups in the sports Hall: S4</p>			<p>6</p> <p>6</p>	<p>Risk Assessment to be issued to all staff prior to August return</p> <p>Sent out 02.08.20</p> <p>JP and Janitors to check all rooms prior to pupil return</p>		<p>4</p> <p>4</p>

	<p>Consider if 'unnecessary' equipment can be removed from classrooms. If so this must be stored suitably (not in electrical intake rooms, plant rooms etc.)</p> <p>Staff are to maintain a safe distance between each other (2 metres) Children must be encouraged to do the same. Consider marking out areas to help pupils visualize and maintain 2m distancing.</p> <p>Consider timetable adaption to utilise larger spaces (gym, hall etc.) to ensure 2m rule is enforced as far as possible.</p> <p>Re-plan lessons / activities to avoid shared resources.</p> <p>For secondary <u>science</u> and <u>DT</u> also consider advice for suggested considerations in undertaking practical work in a partially open school</p> <p>Consider opportunities for outdoor learning to assist in social distancing.</p> <p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc. and should not use offices / rooms where 2m distancing cannot be maintained.</p>			<p>6</p> <p>4</p> <p>6</p> <p>4</p> <p>4</p>	<p>All dependant on room size and furniture and equipment in classroom</p> <p>PT's to look at departments prior to August to request removal of any furniture (issued in May to staff)</p> <p>Advice given to staff before return to school in August</p> <p>Advice will be given to pupils prior to August and when they return in August</p> <p>Risk Assessment completed in conjunction with SSERC guidance and JP discussed with relevant PT's</p> <p>PT's to complete department Risk Assessments, where appropriate</p> <p>https://www.sserc.org.uk/health-safety/covid-19-and-practical-work/</p> <p>Where possible outdoor learning will be encouraged (PE, DT and Skills for Work courses)</p> <p>In place for staff returning in August. Teaching staff not required in school building until August. Non teaching staff</p>		<p>4</p> <p>2</p> <p>4</p> <p>2</p> <p>3</p>
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	<p>Meetings/1-2-1s/training Limit face to face meetings to those which are essential. Ensure these are conducted in large enough areas to maintain 2m distancing; or via electronic means (Google Meet, Skype for Business)</p> <p>Offices / IT suites etc Workstations acceptable distance apart (2m) / alternate workstations occupied; One side of banks of desks used to avoid face to face contact across desks.</p> <p>Stairs / corridors Minimise transitions as far as possible to ensure brief contact. Continue to follow one-way system Stagger use and numbers using circulation spaces at the same time. Avoiding multiple groups queuing in same shared areas/ narrow corridors etc.</p> <p>Changing rooms Limitation of numbers introduce staggered use to reduce congestion and contact at all times. Introduce enhanced cleaning of all facilities throughout the day and at the end of each day. Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.</p> <p>Toilets Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant.</p>			<p>6</p> <p>4</p> <p>6</p> <p>4</p> <p>6</p>	<p>will be able to social distance when they return in August</p> <p>JP to allocate more staff areas where this can take place whilst in the building but Google Meet to be used wherever possible</p> <p>JP to work with JC (office manager) to re arrange the office space prior to August</p> <p>One way system should be maintained and the stairs in the main atrium area will be out of bounds.</p> <p>If pupils taking part in PE- kit should be worn to come to school in.</p> <p>Pupils to be encouraged to use closest toilet when they return in August to minimise movement of pupils.</p>		<p>4</p> <p>3</p> <p>4</p> <p>4</p> <p>4</p>	
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	<p>Break / Playgrounds Avoid any group activities that require pupils to be in close physical contact with each other.</p> <p>Limit numbers zone areas and stagger breaks, Increased supervision to aid enforcement of social distancing as far as is reasonable.</p> <p>Reduce use of outdoor equipment, ensure it is cleaned between groups of children people using it, and that multiple groups do not use it simultaneously.</p>			6	<p>Breaks in classroom to minimise contact with pupils not in their “bubble”</p> <p>Lunch in two half blocks to minimise pupils coming into contact with lots of other pupils.</p>		3
<p>Direct transmission of coronavirus in the school environment through person-to-person contact/ coughing etc.</p> <p>organisational arrangements - timetabling</p>	<p>Framework requirement:</p> <p>Decide the organisational structures needed to limit risks and limit movement around the building(s) (for example, staggered starts and break times, lunch queues, use of communal staff areas. Agree how safety measures and messages will be implemented and displayed around school.</p> <p>Agree what learning is appropriate (including the relationship between face-to-face and remote education), for example, identify curriculum priorities, agree revised expectations and required adjustments in practical lessons, and any approaches to ‘catch up’ support.</p> <p>Guidance:</p> <ul style="list-style-type: none"> • Education Services should make reasonable endeavours to deliver the learning and development requirements as well as possible in the circumstances. • Schools can make decisions based on local context and staff capacity. <p>Identify curriculum priorities for each age group, taking into account:</p> <p>Mental health and wellbeing, any need for extra support to learn, where students are with their learning, adjustments to the curriculum, how best to support education of high needs groups.</p>			6	<p>Initial guidance issued in Draft Blended Learning paper issued to staff on 31.05.20</p> <p>This will be updated prior to August return.</p> <p>Signage will be placed throughout the school prior to return in August</p> <p>Staff to be supported with CLPL on Blended and Blocked learning</p> <p>PTG’s and Family Liaison officers to work on model of how to best support young pupils mental health and wellbeing</p>		4
				6			4
				4			3

	<p>Schedule handwashing times for all pupils and staff to ensure this occurs on arrival, before departure, when coming in from break, before and after eating. Hands should also be washed after going to the toilet.</p> <p>Clearly communicate to parents/ carers the arrangements for before and after school, and request them to maintain social distancing of 2m while in public.</p> <p>Do not hold any event or activity where small groups will be required to mix. Determine whether interventions are essential, and ensure delivery in line with social distancing guidelines. Suspend hiring and lettings.</p> <p>Breakfast and afterschool clubs – risk assessments on delivery required from providers, suspend if controls are not as robust as the schools / social distancing cannot be maintained.</p> <p>Ensure all arrangements are clearly communicated to staff, parents/ carers and pupils.</p>			6	<p>Hands should be sanitised on arrival to school building, prior to break in class, after break in class and prior to lunch and after lunch.</p> <p>Regular parental letters with guidance has been issued to parents during school closures, this will be maintained</p> <p>School lets cancelled.</p> <p>Breakfast club cancelled until further notice.</p> <p>Letters and videos will continue to be communicated to staff, parents/carers and pupils</p>		4	2
<p>Organisational arrangements (continued) <u>Access to & egress from site</u> Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Introduce staggered start and finish times to reduce congestion and contact at all times. Communicate changes and allocated times to parents.</p> <p>Monitor site access points to facilitate social distancing – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring.</p> <p>Discourage parents picking up their children from gathering at the School gates.</p> <p>Communicate expectations to parents (including only 1 parent to attend at drop off / collection)</p> <p>Consider one-way traffic through external doors to avoid face to face passing where possible</p>			8	<p>Draft Blended Learning paper issued to staff 31.05.20.</p> <p>In light of Scottish Gov. update on 30.07.20 new guidance will be issued to staff ,parents/carers and pupils “OHS/THS Blocked and Blended Learning”</p> <p>All entrances to the building will be through the main entrance to ensure hand sanitising is completed on arrival.</p> <p>Adequate parking for parents when collecting their child.</p> <p>This will be communicated to parents/carers prior to pupil return in August</p>		6	4

	<p>Visitors Only essential visitors are allowed onto the school site. Ensure all visitors / building users are aware of expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school. Signage in reception regarding good hygiene.</p> <p>Staff On arrival all staff are also required to wash hands using nearest available toilet or use the sanitiser provided in reception / staff room.</p>			6	<p>One way system will be maintained Signage will be in place for visitors and they will sign in once they have read the schools rules on social distancing in the building.</p> <p>Contact details from essential visitors will be retained for Test and Protect https://www.nhsinform.scot/campaigns/test-and-protect</p>		3	3
<p>Indirect transmission of coronavirus through surface contamination</p> <p>Personal hygiene</p>	<p>Framework requirement: Decide the approach to enhance hygiene (for example, toilet use, hand washing) and decide on policy related to usually shared items (for example, books, toys, practical equipment).</p> <p>Actions (hygiene)</p> <p>Ensure adequate supplies of soap, paper hand towels and hand sanitiser, with stock monitoring and re-ordering procedures set up.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Ensure proper handwashing and hand sanitiser technique are prominently displayed at all stations, as directed by NHS guidance. Site staff to regularly clean the hand washing facilities.</p> <p>Alcohol hand sanitiser provided at reception / entrance/exit and should be used by all persons when entering/leaving.</p> <p>Tissues/wipes will be provided for classrooms. Staff to replenish as needed.</p> <p>Ensure bins are provided for tissues in every classroom. Ensure catch it, bin it, kill it message is displayed, discussed and understood in each class.</p> <p>Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washin hands.</p>			6	<p>Essential equipment will be cleaned after use by pupils under the supervision of the teacher. E.g- pupil cleaning their saw in DT after use</p> <p>Details on handwashing above.</p> <ul style="list-style-type: none"> • Pupils to use hand sanitiser on arrival to the school and each classroom • Before and after break • Before and after lunch <p>There will be hand sanitiser in each classroom and in the main reception area for arrival to school for pupils, staff and essential visitors</p>		4	3

<p>Cleaning</p> <p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Follow existing framework for A&BC Cleaning Service Risk assessments</p> <p>Decide what an enhanced cleaning schedule looks like and how it will be implemented in your school (for example, how often, when/if an additional clean is necessary) and how you will ensure sufficiency of supplies.</p> <p>Actions (cleaning)</p> <p>A cleaning schedule will be implemented throughout the site by A&BC Cleaning Services ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Cleaning protocol In line with advice the COVID-19: cleaning of non-healthcare settings guidance</p> <p>Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p>When cleaning a contaminated area Cleaning staff to:</p> <ul style="list-style-type: none"> • Wear disposable gloves and apron • Wash their hands with soap and water once they remove their gloves and apron • Fluid resistant surgical mask if splashing likely • Hands should be washed with soap and water for 20 seconds and dried thoroughly, after all PPE has been removed. <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p> <p>Hand towels and hand wash are to be checked and replaced as needed by site / cleaning staff.</p> <p>Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</p> <p>Only cleaning products supplied by the school / contract cleaners are to be used.</p>			<p>12</p>	<p>More day cleaners needed for school return in August*</p> <p>More day cleaners needed for school return in August*</p> <p>Cleaning staff responsibility</p>		<p>8</p>	
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	School to obtain the risk assessment for all cleaning for assurance on social distancing and their methods for cleaning the school site each day in particular to the cleaning required for door handles and taps etc.						
<p>Contact points</p> <p>Equipment use printers, workstations, apparatus, machinery etc.</p> <p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Re-plan lessons / activities to avoid shared resources. Limit practical work in DT, science.</p> <p>Further consideration to be given to the teaching of curriculum in practical subjects and how this can be amended to ensure minimum contact with equipment. Any equipment used to be properly cleaned after use.</p> <p>For secondary science and DT also consider national advice for suggested considerations in undertaking practical work in a partially open school</p> <p>All shared resources to be cleaned after use (including computers, PE equipment etc). Build into end of lesson activity routines. Schools to ensure anti-bacterial wipes are available in all IT rooms and teacher to ensure students wipe down after use. If student is too young then arrangements for staff to clean.</p> <p>Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying, etc.</p>			<p>8</p> <p>Risk Assessment completed in conjunction with SSERC guidance and JP discussed with relevant PT's</p> <p>PT's to complete department Risk Assessments, where appropriate</p> <p>https://www.sserc.org.uk/health-safety/covid-19-and-practical-work/</p> <p>Draft Blended Learning paper issued to staff on 31.05.20</p> <p>Amendments will need to be made to the Timetable after recent guidance from Scottish Government on 30.07.20</p> <p>Wipes will be provided in rooms with computers, Science equipment, Technical Equipment or PE equipment.</p> <p>12</p> <p>Pupils to be encouraged to clean after themselves but staff to support if necessary</p> <p>Pupils to be encouraged to bring in their own devices for classwork</p>			<p>4</p> <p>6</p>
<p>Adherence to rules within school</p>	<p>Framework requirements:</p> <p>Update relationship policies to reflect the new rules and routines necessary to reduce risk in your setting and agree how to communicate this to school staff, students and parents and review uniform expectations.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Update relationships policy • Communicate the new rules to staff, students and parents • Reinforce the new rules through daily teacher reminders 			<p>16</p> <p>SLT to complete prior to pupil return in August</p> <p>Uniform as normal (exception is that pupils can arrive to school in PE kit if they have it timetabled for that day)</p>			<p>12</p>

	<ul style="list-style-type: none"> Display the new rules prominently through the school and at the gate 						
<p>Canteen use / lunchtimes</p> <p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Framework requirements: Work with your catering team to ensure meals are available for all children in school. Also, consider your arrangements for those year groups still out of school and eligible for benefits related free school meals.</p> <p>In line with Covid Guidance:</p> <p>Schools need to provide meals including Free School Meals, to reopen their kitchens and ensure food preparation and serving meets protective measures standards. Continue to offer meals/ food parcels for benefits-related pupils who are not in school.</p> <p>Break times should be staggered to reduce congestion and contact at all times.</p> <p>Reinforce handwashing prior to eating food. Hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p>All persons should be kept as far apart as possible (2 metres) whilst eating.</p> <p>Canteen use Canteen staff should continue to follow Food Standard Agency's (FSA) <u>guidance on good hygiene practices</u> in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</p>			<p>12</p> <p>Pupils will be encouraged to use the pre order service for school lunches</p> <p>Pupils will be encouraged to bring a packed lunch to school</p> <p>Pupils are permitted to leave school at lunchtime, if they wish to. They should continue to follow Scottish Government guidelines of mask wearing in shops and hand hygiene</p> <p>This information will be clearly communicated to staff, parents/carers and pupils.</p>			<p>8</p>
			<p>6</p> <p>Breaks to be in classrooms.</p>				<p>4</p>
			<p>6</p> <p>See previous information regarding handwashing</p>				<p>4</p>
			<p>8</p> <p>SLT and PTs to manage this</p> <p><u>Catering staff to arrange this</u></p>				<p>6</p>

	<p>Pupils to enter canteens/hall/ in their allocated groups. Introduce controlled queuing to aid social distancing (2m markers on the ground)</p> <p>Pupils to remain in their year group 'bubbles' at lunch time, wherever possible</p> <p>Discuss provision and delivery with Catering Manager/staff. Consider change to meal provision, delivery of lunches to groups in classes etc. This could include a change in menu provision, amount of drinks and food in chillers and how to avoid touching neighbouring products. An increase in pre-prepared and wrapped food to reduce use of crockery, utensils etc.</p> <p>Payments should be taken by contactless methods wherever possible</p> <p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.</p> <p>All rubbish and waste should be put straight in the bin by pupils/ the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles etc</p>			<p>8</p> <p>8</p> <p>9</p> <p>12</p>	<p>SLT and PTs to manage this</p> <p><u>Catering staff to arrange this</u></p> <p>Water fountains to be all in working order. Hand sanitiser next to each water fountain</p> <p><u>Cleaning staff to arrange this</u></p>		<p>6</p> <p>4</p> <p>6</p> <p>9</p>
<p>Travel off site</p> <p>Staff, Students / pupils / wider contacts</p> <p>Road traffic accident Other road users Spread of COVID 19</p>	<p>Travel is only required for essential purposes. Offsite visits are permitted at the Head teachers' discretion.</p> <p>Implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family).</p> <p>All persons urged to consider all other forms of transport before public transport. If public transport cannot be avoided, in addition to social distancing and hygiene practices, individuals should wear a non-medical face covering for the duration of travel.</p> <p>Where travel is essential, use private single occupancy where possible.</p>			<p>12</p>	<p>This information will be clearly communicated to staff, parents/carers and pupils.</p> <p>Any offsite visit should be submitted to JP who will discuss with PB.</p> <p>Guidance to be given to pupils, who use public transport, prior to August return</p> <p>Parents/carers will be encouraged to bring their child to school wherever possible</p>		<p>9</p>

	Consideration to be given to situations such as minibus usage for students accessing curriculum across multiple sites. Ensure they are sitting 2m apart.						
Contractors Contractors, Staff, Students / pupils / wider contacts, Spread of COVID 19	Only contractors carrying out essential maintenance deemed necessary to the safe running of the school, or the delivery of the curriculum are to be allowed on site and will read and comply with signs in reception regarding social distancing and good hygiene. Staff and contractors are to maintain a safe distance between themselves and others (2 metres). All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering and leaving the site. Agree approach to scheduled / ongoing building works. Site inductions are to be carried out following social distancing principles (2m separation). School's to seek confirmation of the contractors method statement / risk assessment. All contractors have to submit a Covid 19 risk assessment to contract managers/company before works can proceed.			12	Signage will be in place for visitors and they will sign in once they have read the schools rules on social distancing in the building Contact details from essential visitors will be retained for Test and Protect https://www.nhsinform.scot/campaigns/test-and-protect OES/ SLT to liaise regarding this		9
Lack of awareness / school controls Staff, Students / pupils / wider contacts Spread of COVID 19	Posters will be displayed in the reception, welfare areas and in suitable places around the school. Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. Ensure good, clear communications with parents/carers and wider school community			12	Signage will be provided from A&B council prior to August return Letters and videos will continue to be communicated to staff, parents/carers and pupils		6
Provision of first aid and ASN care Staff, Students / pupils / wider contacts Spread of COVID 19	Framework requirement: Make arrangements for the very small number of cases where personal protective equipment (PPE) supplies will be needed: if your staff provide intimate care for any children or young people and for cases where a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. Establish procurement route, stock monitoring and ordering system. Ensure staff know the whereabouts of PPE, and are trained to use it safely. PPE is only needed in a very small number of cases: children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way			12	First Aid room to be used for this. PPE will be in this room. Guidance will be issued to First Aiders on the use of PPE giving First Aid. PPE to be worn by all staff undertaking First Aid		9

	<p>PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms Guidance:</p> <p>PPE is required if a child or staff falls ill and requires direct personal care on site/isolate the child until collection by the child's parents</p> <p>Wearing a face covering or face mask in schools or other education settings is not mandatory. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained. .</p> <p>Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus.</p> <p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> • If a staff member cannot physically distance from a pupil for over 15 minutes • Children, whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way. • <u>If a child, becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home.</u> A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then gloves, an apron and a face mask should be worn by the supervising adult <p>Review PPE protocols for routine provision of intimate care and ensure adequate supply.</p>			15	<p>Support Staff to be supported in creating a Risk Assessment for continuing this care.</p> <p>First Aid staff to be supported with this.</p> <p>Some practical subject staff to be supported with this</p>		9	
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<p>Emergency procedures (Fire alarm activations etc)</p> <p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for short period).</p> <p>Try to maintain 2m separation at assembly areas (where space permits). Increased supervision and reiteration of messages to occupants. Do not delay evacuation in order to keep the distancing rules.</p> <p>Review any Personal Evacuation Emergency Plans (PEEPS) to ensure that arrangements are still adequate and relevant.</p> <p>Ensure that all fire emergency related issues e.g. plan, evacuation etc. are explained to all on site.</p> <p>Ensure that any change to the plan is noted in the Fire Safety Management folder.</p>			12	<p>Fire Evacuation to be updated by JP for OHS</p> <p>Fire Evacuation to be updated by AC for Tیره</p>			9
<p>Deliveries Mail & Waste collection</p> <p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Do not approach delivery staff, allow packages to be left in a safe place.</p> <p>Wash hands before opening mail</p> <p>Distribute unopened mail to appropriate mail locations/trays on school premises.</p> <p>Clear appropriate table/surface where mail will be sorted.</p> <p>Lay some A4 paper (or similar) on part of the table/surface leaving some of the table/surface bare.</p> <p>Collect mail from appropriate mail tray and place it on the previously laid out paper on the table/surface.</p> <p>Open mail one piece at a time. Put envelope/packaging in bin and put mail/contents of packaging onto bare area of table/surface.</p> <p>Once all mail is sorted wash hands. Refrain from touching your face, mouth or eyes and maintain good respiratory hygiene.</p> <p>Attend to mail following the usual arrangements for the premises for date stamping, recording, scanning etc. using separate paper and pen as required.</p> <p>On completion of attending to mail put A4 paper from table/surface into same bin as envelopes.</p> <p>Clean pen/other equipment.</p> <p>Empty bin into external bin/wheelie bin.</p>			4				

	<p>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</p> <p>Hands are to be thoroughly washed after handling all deliveries or waste materials.</p>						
<p>Premises safety</p> <p>Staff, Students / pupils</p> <p>Wider safeguarding / safety risks</p>	<p>Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc.</p> <p>Ensure all key services are operational</p> <p>Flush all water outlets thorough in areas of the school which have been closed for period of time.</p> <p>Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)</p>			<p>4</p>	<p>OES to continue to carry out 'normal' tasks</p> <p>Classroom doors to be kept open at all times (not FIRE doors)</p>		<p>4</p>
<p>Suspected case on-site</p> <p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Framework requirement:</p> <ul style="list-style-type: none"> Plan the school level response should someone fall ill on site (in line with relevant government guidance). Main symptoms of COVID-19 are a temperature (37.5°C or chest/back feeling hot to the touch) and/ or new, continuous cough (<i>plus loss of smell and taste</i>). Actions: Establish protocol and train all staff on swift and safe response to suspected cases on site. Communicate protocol clearly to parents and carers. Designate waiting room/s for symptomatic child/children waiting to be collected. Acquire PPE¹ for staff to use if supervising a child waiting to be collected, train staff on whereabouts and safe use of PPE. Set up PPE stock record/ ordering system. Consider information leaflet for parents on isolation, testing and notification procedure Set up log of symptomatic individuals, tests taken, test results. <p>Considerations for protocol:</p> <ul style="list-style-type: none"> Ensure all children are reminded daily to inform their teacher if they feel poorly Establish clear communication protocol in school, for quickly notifying key staff and parent/carer 			<p>12</p>	<p>This information will be clearly communicated to staff, parents/carers and pupils.</p>		<p>8</p>

¹ Obtain through local PPE chains, or if difficult to obtain, approach local resilience forum.

	<ul style="list-style-type: none"> • Set up COVID-19 risk/ incident log, for oversight by the DHT/PT and further debrief/ training • Child/ staff member with symptoms should go home as soon as possible. • While waiting for collection, the child should wait in a well-ventilated room with a closed door, or if they cannot be isolated then move them to an area which is at least 2m away from others • PPE is required if a child or staff falls ill with coronavirus symptoms (young child or with complex needs) and requires direct personal care on site: • Parents/ carers/ symptomatic staff provided with self-isolation advice, and information about seeking help • Advise that testing is available for symptomatic staff https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested and children (aged 5 or over, via 111 online service; aged under 5 by calling 111) to ensure that cases of coronavirus are identified promptly • Safe disposal of PPE and areas occupied and equipment used by the affected person cleaned and disinfected, as per guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings • Clean the affected area with normal household disinfectant • Supervising staff member and cohort wash hands thoroughly, do not need to go home unless they develop symptoms or the child subsequently tests positive. • Headteacher follow up if test result is not received. • If one student or teacher tests positive for coronavirus, the whole class / group should be sent home and advised to self-isolate for 14 days (the other household members of the wider class or group do not need to self-isolate unless the child or staff member they with in that group subsequently develops symptoms). • Log completed • Always call 999 in an emergency. • Testing is available for all staff, pupils who are eligible to return to school, and their households. 							
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*Where the risk assessment states HT, this may include a nominated representative, for example the DHT responsible for Health and Safety, Pastoral Care etc.

This risk assessment has been completed using the following documents for Guidance:

1. [Coronavirus \(COVID-19\): guidance on preparing for the start of the new school term in August 2020](#)
2. [COVID 19 Occupational Risk Assessment Guidance](#)
3. [SSERC Health and Safety Guidance](#)
4. [HSE: Working safely during the coronavirus outbreak- a short guide](#)
5. [NHS- Test and Protect](#)

6. [Health Protection Scotland: FAQs on Handwashing](#)