

# Education Resources General Risk Assessment

<b>Assessment Title</b>	<b>Covid-19 Exposure – Reducing the Risks in Schools from August 2021 St. John the Baptist Primary School and Nursery Class</b>	Generic <input checked="" type="checkbox"/> Specific <input type="checkbox"/>	
<b>Scope of Assessment</b>	<b>To ensure a safe and supportive environment for learning and teaching through staged mitigation</b>	<b>Reference</b>	ER 09/08/21 -5
		<b>N° Affected</b>	various

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

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

Hazard/ Concerns	Risk Rating	Control Measures	Residual Risk Rating	Further Action Required
<b>1. Exposure to Covid-19 infection as a result of direct or close contact with others</b>  <b>- Physical Distancing</b>	<b>12 High</b>	Physical distancing procedures between adults, and between adults and children and young people remain in place in the school campus.  To ensure alignment with wider society and planned changes in Early Learning and Childcare, this requirement has now been updated to physical distancing of at least 1m.  The school already has 2m physical distancing arrangements that work well and do not limit capacity and will be adapted to 1m where logistically appropriate.	<b>4 Low</b>	

2 m distancing between adults in schools who do not yet meet the criteria for exemption from self-isolation will be maintained to help reduce the risk that they are identified as a close contact.

Staff will avoid car sharing.

Current guidance will continue to be followed and virtual meetings will be arranged where possible and appropriate to do so. Some face-to-face interactions during in-service may take place as long as it complies with physical distancing. Staff meetings will continue to be departmental as appropriate and will take place in the Gym Hall.

There is no requirement for strict physical distancing between children and young people in school.

The revised approach to contact tracing means that groupings (or “pods” or “bubbles”) are no longer required to be maintained in school and will be removed as soon as possible in the new session.

Whole school assemblies and other types of large group gatherings will be avoided. Associated mitigations such as one way/keep left systems, staggered lunches, staggered times for start and end of the day (including discouraging parents from congregating) and using multiple entrances will be continued. This cautionary approach reflects the unique environment, which will still involve bringing together large numbers of unvaccinated children and young people on a nondiscretionary basis (and which can therefore be differentiated from other situations in society in which large gatherings take place)

Beyond 6 weeks from the start of session the Scottish Government may advise that physical distancing controls can be removed with caution following assessment of local risk. At this point, the school may choose to remove some of the existing controls below following further risk assessment.

If controls are removed suitable and sufficient physical distancing will be maintained wherever possible and thereafter preparations to re-introduce or strengthen any of the following physical distancing controls will be arranged should Education Resources and local public health teams advise.

- Groupings or bubbles.
- Pods in nurseries 'including over lunch.
- Decrease physical interactions generally reviewing staff and pupil movement throughout the school. Movement between classrooms should be minimised wherever possible. Where this cannot be avoided, consider providing cleaning supplies to enable wiping down of their own surfaces on entry and leaving.
- No assemblies or other typically large gatherings.
- Introduce a flexible approach to the physical reconfiguration of teaching and non-teaching areas, taking account of hygiene, staffing, supervision and individual learner and staff needs.
- Seating, desks and other heavy traffic work areas e.g. copier rooms should be safely spaced to promote physical distancing.
- Determine and adhere to safe levels of occupancy in heavy traffic work areas taking account of physical distancing controls.
- Use one-way or keep left systems, staggered breaks and starts.
- Access classrooms directly from outside where possible.
- Enforce staggered use of staffrooms, break areas and offices to limit occupancy at any one time with appropriate signage. Encourage cleaning items after each use including cooking equipment, crockery and cutlery.
- Maximise outdoor space throughout the day ensuring those with complex needs or disabilities are not disadvantaged and hygiene arrangements are in place for shared equipment.
- Consider integrated procedures and guidance for pupils leaving and returning to school e.g. lunchtime.
- Consider arrangements for pick up/drop off to ensure physical distancing can be maintained and large gatherings avoided.
- Encourage parents to consider the most appropriate travel arrangements including, as far as it is safe to do so, walking, cycling and scootering to help reduce unnecessary travel on buses or public transport.
- Ensure that transport providers, including those via SPT, are following all necessary government and industry advice to reduce risk.

		<ul style="list-style-type: none"> <li>• Any works, repairs or maintenance carried out within the school should adhere to physical distancing and hygiene measures.</li> <li>• Recognise concerns raised by members of the BAME community including supporting individual requests for additional protections in discussion with staff, pupils and families.</li> <li>• No additional general protections are required for particular categories of children or staff, such as those with underlying health conditions. However changes in the national protection levels, in individual circumstances and/or in line with any specific clinical advice may require a review of individual risk assessments. Staff should use the South Lanarkshire Council Self-Assessment form to help inform discussion with line managers on these issues.</li> <li>• Use floor markings, signage and posters throughout the building to keep employees informed on things like maximum room capacity and direction of travel.</li> <li>• Limit face to face meetings indoors.</li> <li>• Adult visitors to the school should be strictly limited to those that are necessary to support children and young people or the running of the school. Those providing essential services e.g. psychologists, social work should be able to visit schools with appropriate mitigations, adherence to local controls and in co-operation with the service provider. A register must be kept.</li> <li>• Adhere to Education Resources arrangements on visiting services</li> <li>• Staff and pupil movement between schools including peripatetic / supply staff should be kept to a minimum.</li> <li>• Staff have clear advice on dealing with enquiries from the public.</li> <li>• Provide all necessary support to those requiring it to follow these measures e.g. for those with visual impairment or limited mobility.</li> <li>▪ All employees should be aware of, and adhere to, Transport Scotland's latest Advice on How to Travel Safely. Avoid car sharing.</li> </ul>		
<p><b>Additional Local Concerns</b> To be completed by assessor</p>		<ul style="list-style-type: none"> <li>• Record of staff vaccinations will be taken to ensure appropriate measures are in place for individual staff.</li> <li>• Staff currently adhere to working 1:1 with child for less than 15 minutes within 48 hour period, if less than 1m from child.</li> </ul>		

		<ul style="list-style-type: none"> <li>• Support Staff keep a record of individuals and small groups that they work with.</li> <li>• The school will continue to ensure that intervention groups only contain children from the same class/bubble.</li> </ul>		
<p><b>2. Exposure to Covid-19 infection as a result of poor personal hygiene</b></p>	<p>12 High</p>	<ul style="list-style-type: none"> <li>• The school will continue to ensure that all staff, pupils and visitors are aware of the high importance of frequent and thorough handwashing / sanitising. The school will continue to identify opportunities to reinforce the importance of hygiene measures throughout the school day.</li> <li>• The school will continue to ensure that signage is applied appropriately, including in toilets.</li> <li>• The school will continue to ensure that all staff and pupils sanitise/wash their hands frequently with soap and water for 20 seconds and dry thoroughly.</li> <li>• The school will continue to ensure that sufficient handwashing / sanitising facilities are available for those entering and exiting, including for visitors.</li> <li>• The school will continue to ensure all staff and pupils clean their hands on arrival at the setting, before and after eating, after sneezing or coughing, when changing classrooms, when entering/leaving the building, before/after eating and after using the toilet.</li> <li>• The school will continue to ensure that all staff and pupils use a tissue or elbow to cough or sneeze and use lidded bins for tissue waste, cleaning hands afterwards and ensure bins are emptied regularly so as not to excessively fill up .</li> <li>• The school will continue to ensure that help is available for staff and pupils who may require assistance in accessing hygiene facilities.</li> <li>• Anti-viral spray and paper towels will be provided for regular personal use at computer keyboards, photocopiers, telephones and other equipment.</li> <li>• The school will continue to ensure that all staff and pupils are encouraged not to touch their face including mouth, eyes and nose.</li> <li>• The school will continue to ensure that help is available for children and young people who have trouble cleaning their hands independently e.g. adult assistance or use of sanitiser rather than soap and water if easier.</li> </ul>	<p>4 Low</p>	

- **Personal Protective Equipment (PPE)**

- The school will continue to encourage young children to learn and practise these habits through games.
- There will be no sharing of food and drinks including milk.
- Staff and pupils will be encouraged to bring their own filled water bottle each day which can be topped up during the day if required.

**Personal Protective Equipment (PPE)**

- The school will continue to ensure staff have access to, and are aware of, procedures for ordering replacement PPE in a regular and timely manner.
- The majority of staff in school will not require PPE beyond what they would normally need when supporting children and young people in their care. PPE will be provided in the following specific circumstances:
  - When staff work with children and young people whose care routinely already involves the use of PPE due to their intimate care needs.
  - Where a child, young person or other learner becomes unwell with symptoms of coronavirus and needs direct personal care or there is risk of splashing from a cough, spit or vomit. (The child, young person or staff member feeling unwell should also wear their face covering or a mask if possible).
  - Any other task that would routinely involve PPE e.g. providing first aid.
  - First aids kits and the area where they are stored should will contain supplies to deal with covid symptoms – masks, gloves, aprons and visors.

Face coverings can be worn by anyone wishing to do so in any part of the school.

- **Face Coverings**

Unless exempt, face coverings should continue to be worn by adults wherever they cannot keep a 2m distance from other adults and/or children and young people, and also in the following circumstances:

- all adults in communal areas of the school

		<ul style="list-style-type: none"> <li>- parents and other visitors including parents at drop-off and pick-up.</li> <li>-Early Learning and Childcare staff do not need to wear face coverings when interacting with nursery children.</li> <li>- In line with the current arrangements for public transport, only young people aged 12 and over and adults are required to wear face-coverings on school transport. <b>(previously aged 5 and above)</b></li> <li>- Face coverings will be worn by all visitors to the school campus (whether entering the building or otherwise), including parents at drop-off and pick-up.</li> <li>- Face coverings will be worn as appropriate by School Support Assistants and those supporting children with Additional Support Needs, who may routinely have to work closely with ASN pupils. However, the use of opaque face coverings will be balanced with the wellbeing and needs of the child, recognising that face coverings may limit communication and could cause distress to some children.</li> <li>- Staff will continue to follow guidance for staff on how to put on, remove, store and dispose of face coverings.</li> <li>• Regular messaging to staff, parents and school visitors will be in place about face coverings, including guidance to support efficacy of wearing. Equity concerns will be considered and the school will have a contingency supply of appropriate face coverings.</li> <li>• In line with current guidance, the school will stay prepared to strengthen the use of face coverings should <i>should Education Resources and local public health teams advise</i>.</li> </ul>		
<p><b>Additional Local Concerns</b> To be completed by assessor</p>		<ul style="list-style-type: none"> <li>• Newsletters and other regularly used forms of communication such as social media will continue to be used to keep the school community up to date</li> </ul>		
<p><b>3. Exposure to Covid-19 infection as a result of poor environmental hygiene</b></p>	12	<ul style="list-style-type: none"> <li>• Weekly routine of electrostatic spraying in all areas every Friday will continue</li> </ul>	4	

High

- An enhanced cleaning regime will continue to be in place including an increased focus ( undertaken 3 times daily) 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 using product which is active against bacteria and viruses.
- The school will continue to ensure more frequent cleaning of rooms/areas that will be used by different groups including staffrooms (Since August 2020 this has involved increased cleaning levels and a move from visual to sanitised cleans. Also includes increased cleaning within nursery and ASN settings).
- A clear desk policy will continue to remove unnecessary items from classrooms and work areas to ensure all areas are more easily cleaned.
- Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) will continue to be avoided. Children and young people will be discouraged to bring toys from home or share personal belongings.
- The school will continue to ensure where possible that movement of individuals between work stations is minimised and where work stations are shared there is cleaning between use.
- Staff will continue to use their own crockery/cutlery in staff areas and ensure these are cleaned using detergent and dried thoroughly before being stored for re-use.
- The school will continue to limit the use of shared resources, including those usually taken home, keep bags off desks and worktops. Any shared materials and surfaces will be cleaned more frequently.
- Anti-viral spray and paper towels will be provided for regular use of shared equipment such as computer keyboards, photocopiers and telephones. The school will avoid the sharing of telephones.
- Additional cleaning arrangements for specialist equipment has been considered e.g. in practical subjects Enozo spray in the nursery classes.
- Lidded bins for tissues will continue to be emptied throughout the day so as not to excessively fill up, and there are adequate disposal facilities for cleaning staff.

Low



- **Ventilation**

- Regular informal meetings with cleaning staff take place to confirm cleaning regimes which are adjusted as necessary to take account of high traffic or problem areas and ensure that levels of supplies are maintained.
- If a pupil, member of staff or visitor has been confirmed as being tested positive for COVID-19 the Head Teacher will liaise with Facilities Services to ensure that enhanced cleaning within the area is provided where appropriate.
- The Head Teacher's Office will be used as the designated well ventilated room as an isolation space for anyone showing symptoms of infection. The infected person will be sent home as soon as possible.

Ventilation

There will be a continued strong focus on good ventilation. In addition, further local CO<sup>2</sup> monitoring will take place in line with Scottish Government requirements to support the goal of all school (and early years) buildings, including learning and teaching spaces, being assessed for ventilation issues with a view to remedial action being taken where required.

The school will continue to seek to increase ventilation levels by actively opening windows and doors where practical and safe to do so. (The heating system has been increased in both temperature and length of running time to assist with maintaining room temperatures).

- When staff arrive in their classroom or playroom they leave the door open which will also reduce contact with door handles. They will ensure no obstructions by opening blinds/curtains and removing any items blocking vents.
- When pupils arrive windows will be opened to their fullest as allowed by the restrictor.
- If the room is cold and feels well ventilated some windows can be closed. However, those windows which have the least impact, relative to causing draughts, will remain open to at least the minimum amount.
- At lunchtime, breaks and in between classes windows will be opened fully for 5-10 mins.

		<ul style="list-style-type: none"> <li>• Lower temperatures and likely windy conditions in the winter months will increase the natural ventilation through openings. This means that partially opening windows and doors can still provide adequate ventilation at the same time as maintaining room temperatures.</li> <li>• The school will consider flexibility in permissible clothing while indoors and the benefits of re-designing seating plans to reflect individual pupil or staff temperature preferences.</li> <li>• At the end of the day all windows will be closed for security reasons.</li> <li>• Internal fire doors will not be held open unless they have a hold open and self-closing mechanism which responds to a fire alarm activation.</li> <li>• Not all classrooms have opening windows and the flow of air in mechanical systems are designed to take account of normal occupancy capacities and have been set to run longer, doors will remain open to further enhance air flow in these classrooms.</li> <li>• Any specific issues will be reported by the Head Teacher in the normal way to allow a member of the technical team to carry out an assessment of any action required.</li> </ul>		
<b>Additional Local Concerns</b> To be completed by assessor				
<b>4. Increased risk of exposure to Covid-19 infection as a result of poor communication</b>	12 High	<ul style="list-style-type: none"> <li>• All staff have been briefed on new working arrangements and understand the role they have to play.</li> <li>• All staff have the opportunity to discuss new working arrangements on an ongoing basis and are aware of how to report concerns.</li> <li>• 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.</li> <li>• Staff understand Covid-19 infection symptoms and what to look out for and will continue to be supported to follow up to date Health Protection advice.</li> <li>• Zero tolerance of symptoms continues to be in place and staff will follow strict compliance with current Government guidance in relation to Test and Protect and restrictions on movement/self-isolation.</li> </ul>	4 Low	

- All staff and learners must know that they must inform a member of staff or responsible person if they feel unwell with symptoms of Covid-19.
- All visitors including parents, contractors and suppliers are advised not to enter the premise unless previously agreed by the school leadership team. Where agreed, they are made aware of local protocols for entering the premises and safe use of facilities such as toilets, and must sign the register.
- The school provides regular, timely and clear communication about the approach they are taking to recovery via the usual channels of communication.
- All pupils and parents should be aware of the arrangements and controls within the school and their responsibility in taking these forward.
- The school will continue to encourage walking, cycling, scootering, park and stride and remind parents of responsible parking, drop off and pick up.
- The school has arrangements for good quality dialogue with pupils about the measures and any changes, including dialogue with the pupil leadership team.
- The school will ensure its approach co-ordinates with national and local guidance to help promote a coherent feel to provision of services. The Head Teacher has been designated as the Covid Officer to help take this forward.
- When the Head Teacher will continue to receive, review, retain and share all relevant information issued locally and nationally including Information Updates, Newsletters and Procedure Notes.
- The Senior Leadership Team understands the agreed process for managing a suspected case of Covid-19 infection.

**At-Home Asymptomatic Testing (twice weekly)**

At-home lateral flow testing regimes will remain in place. Staff will carry out an initial test before returning to school. The Scottish Government wish education establishments to more rigorously and actively promote and encourage uptake.

The Head Teacher will continue to clearly and regularly convey the importance of testing and reporting to staff to help ensure it remains a high priority. The

- **At-home Asymptomatic Testing**

Head Teacher will review NHS/SLC guidance on At Home Lateral Flow Testing arrangements and complete the **SLC Safe Use of At Home Lateral Testing generic risk assessment** where required. Controls will include:

- Ensuring all staff and relevant pupils are aware of the scheme and asked to participate.
- Ensuring consent forms are signed and instructions on testing and recording of results provided.
- Ensuring safe storage of kits and the recording of the distribution of kits in accordance with guidance and with adherence to physical distancing.

**Support for those who have underlying health conditions**

- Clinically vulnerable staff can continue to work in schools, subject to a dynamic risk assessment confirming it is safe to do so.
- Normal pregnancy risk assessments will continue to be undertaken, and careful attention paid to mental health and wellbeing. The Head Teacher will continue to be sensitive to any anxiety pregnant staff may be feeling, and offer support and solutions to address this wherever possible. Individuals should discuss requirements with their line manager in the first instance. In the event of any concerns that cannot be addressed in this way, they should speak with SLC Personnel or Health and Safety teams, as well as their Trade Union representative.
- **Test and Protect** close contact tracing will focus towards home and social interactions, including sleepovers. As such, the approach of Education assisting with the identification of school and nursery close contacts resulting in the isolation of whole classes, bubbles or individual staff will no longer be required in normal circumstances.
- Therefore, only if someone is identified by Test and Protect as being a close contact of a positive case will the new self-isolation rules apply as follows:
  - ✓ Adults who are double vaccinated and have a negative PCR will no longer have to isolate if a contact of a positive case
  - ✓ Children and young people 5 to 18 years will not have to isolate for 10 days so long as they remain asymptomatic and have a negative PCR

- **Self-isolation/Test and Protect**

		<ul style="list-style-type: none"> <li>✓ Under 5's will not have to isolate so long as they remain asymptomatic but there is no mandatory requirement for them to have a negative PCR</li> </ul>		
<b>Additional Local Concerns</b> To be completed by assessor		<ul style="list-style-type: none"> <li>• The first school newsletter will convey up to date information to parents and carers. Subsequent newsletters will update the school community as appropriate.</li> </ul>		
<b>5. Increased risk of exposure to Covid-19 infection risks through practical activities</b>	12 High	<ul style="list-style-type: none"> <li>• Review existing risk assessments and safe systems of work for practical subject areas taking account of the controls above and <b>Education Scotland National Improvement Hub – Practical Activities Guidance.</b></li> </ul>	4 Low	
<b>Additional Local Concerns</b> To be completed by assessor		<ul style="list-style-type: none"> <li>• PE will continue to take place outdoors as the school Gym Hall is used for dining purposes</li> </ul>		
<b>6. Additional Risk Areas</b>	12 High	<ul style="list-style-type: none"> <li>• Risk assessment controls will continued to be reviewed in the context of the current protection level for the establishment /local area and the associated enhanced measures.</li> <li>• Personal Risk Assessments are in place for those employees deemed clinically vulnerable by NHS.</li> <li>• Existing Fire Evacuation Plans including PEEPs will continue to be reviewed in line with current guidelines.</li> <li>• Health Care Plans, risk assessments and Behaviour Assessment and Support Plans (BASPSs) for children with more complex needs will continue to be reviewed taking account of the controls above. The at-home self-test programme will be considered for appropriate individual pupils (taking into account the potential of support for parents or guardians).</li> <li>• The Head Teacher will continue to ensure that staff are fully aware of the wellbeing supports available to them including those via South Lanarkshire Council's Employee Assistance Scheme.</li> <li>• The school will provide local support for pupil vaccination programmes</li> <li>• The school will continue to review new guidance on supporting the mental health and wellbeing of children and young people. This will include the complementary information on Mental health &amp; wellbeing : supports for practitioners, parents, carers &amp; young people provided by Education Scotland.</li> </ul>	4 Low	

		<ul style="list-style-type: none"> <li>Property inspection arrangements will continue including required checks such as water quality, utilities, lifting equipment and fire controls.</li> </ul>		
<b>Additional Local Concerns</b> 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.**

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

<b>Risk Matrix.</b>					
Use the matrix below to give a general evaluation of risk, based on the <b>most likely</b> outcome.					
<b>Almost Certain</b> (90% - 100%)	5	10	15	20	25
<b>Likely, only to be expected</b> (65 - 88%)	4	8	12	16	20
<b>Probable, not surprising</b> (40 - 64%)	3	6	9	12	15
<b>Unlikely</b> (10 - 39%)	2	4	6	8	10
<b>Rare</b> (0 - 9%)	1	2	3	4	5 **
Likelihood	<b>Insignificant</b> (scratch, minor cut/bruise)	<b>Minor</b> (Lacerations/sprain strains, mild health effects)	<b>Moderate</b> (Minor bone break, temporary minor illness/eye injury)	<b>Major</b> (break of major bone, loss of digit, minor illness, electric shock loss of limb/eye serious illness)	<b>Catastrophic</b> (Fatality)
Consequence					

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

<b>Risk Assessor(s):</b>		<b>Manager Name: Marie Beacom</b>	<b>Date:16/08/21</b>
Roisin Lochrin Hopkins			
<b>Reviewer:</b>		<b>Establishment: St. John the Baptist Primary School and Nursery Class</b>	
Marie Beacom			
<b>Signature(s)</b> <i>Roisin Lochrin Hopkins</i>	<b>Date:</b> 18/08/21	<b>Signed: Marie Beacom</b>	

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