



Education Resources General Risk Assessment

Assessment Title	Covid-19 Exposure – Reducing the Risks in Schools	Generic <input checked="" type="checkbox"/> Specific <input type="checkbox"/>	
Scope of Assessment	To ensure a safe and supportive environment for learning and teaching during the coronavirus pandemic	Reference	ER 16/02/21 -4
		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						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
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1. Increased risk of exposure to Covid-19 infection as a result of direct or close contact with others

Maintaining physical distancing wherever possible should be **strongly reinforced**.

- Maintain two metre physical distancing between adults wherever possible.
- Maintain two metre physical distancing between adults and learners wherever possible. In ASN provision, discussion on physical distancing measures should take place with staff involved to ensure an appropriate balance of risk between infection control, and pupils' needs.
- **In secondary schools, 2 metre distancing to be applied for secondary aged pupils and those attending the 'school hub'. (As of 22 Feb 2021).** Previous guidance was encourage physical distancing as much as possible between young people, particularly in the senior phase. Consideration should be given to discouraging social physical contact, using all available classroom space, using covid-secure seating arrangements and reviewing guidance for time spent in college environments.
- Wherever possible, keep children and young people within the same groups for the duration of the school day with the same teacher and support assistants. Keep groups apart where possible, reconsider bubbles within classes and within lunch seating arrangements in primary to reduce numbers potentially requiring to self-isolate.
- Operate pods of 8 in nurseries 'including over lunch. Contact EY HQ if requiring assistance.
- Decrease physical interactions generally by looking at 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 school 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 and disabilities are not disadvantaged and business operations are

Additional Local Concerns To be completed by assessor		<ul style="list-style-type: none">• Where year group assemblies take place all procedures will be adhered to e.g hand hygiene, class bubbles with more than 2M distancing, one way systems.• Parents are discouraged from taking children out of school during lunch, unless unavoidable. Where this is the case, the school office should be informed and all appropriate mitigation measures adhered to.		
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2. Increased risk of exposure to Covid-19 infection as a result of poor personal hygiene

- Ensure that all staff, pupils and visitors are aware of the high importance of frequent and thorough handwashing / sanitising. Schools should identify opportunities to reinforce the importance of hygiene measures throughout the school day.
- Ensure that signage is applied appropriately, including in toilets.
- Ensure that all staff and pupils sanitise/wash their hands frequently with soap and water for 20 seconds and dry thoroughly.
- Ensure that sufficient handwashing / sanitising facilities are available for those entering and exiting, including for visitors.
- Ensure that 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.
- 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 .
- Ensure that help is available for staff and pupils who may require assistance in accessing hygiene facilities.
- Anti-viral spray and paper towels provided for regular personal use at computer keyboards, photocopiers, telephones and other equipment.
- Ensure that all staff and pupils are encouraged not to touch their face including mouth, eyes and nose.
- 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.
- Consider how to encourage young children to learn and practise these habits through games (no outward singing).
- No sharing of food and drinks including milk.
- Water dispensers 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. Direct access by primary aged children should be avoided, unless age appropriate. Supervision may be necessary.

Personal Protective Equipment (PPE)

- Ensure sufficient staff have access to, and are aware of, procedures for ordering replacement PPE in a regular and timely manner.

Additional Local Concerns
To be completed by assessor

- Computers can be used by pupils in the ICT area. Pupils must sanitise hands before/after use. Pupils within class groups will be allocated specific seating.
- Pupils are encouraged to bring a full water bottle to school each day, which can be topped up during lunchtime in the lunch hall. Any pupil requiring to re-fill a water bottle in the afternoon, should report to the school office who will arrange for the child to re-fill the water bottle under supervision.
- Face coverings must be worn by parents/carers on school grounds and at the areas around the school gates.

3. Increased risk of exposure to Covid-19 infection as a result of poor environmental hygiene

12
High

- Weekly routine of electrostatic spraying in all areas.
- An enhanced cleaning regime will be in place including an increased focus (at least twice daily (SLC undertaking 3 times)) 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.
- Ensure more frequent cleaning of rooms/areas that must be used by different groups including staffrooms (Since August 20 this has involved increased cleaning levels and a move from visual to sanitised cleans. Also includes increased cleaning within nursery and ASN settings).
- Introduce a clear desk policy and remove unnecessary items from classrooms and work areas to ensure all areas are more easily cleaned.
- Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts). Children and young people should be encouraged not to bring toys from home or share personal belongings.
- Ensure where possible that movement of individuals between work stations is minimised and where work stations are shared there is cleaning between use.
- Staff should use their own crockery/cutlery in staff areas and ensure these are cleaned using detergent and dried thoroughly before being stored for re-use.
- 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.
- Schools can consider additional mitigation from surface contamination of jotters, textbooks and library books by 2 methods, evaluate the most appropriate:-
 - quarantining these for 72 hours, or
 - via careful hand washing/sanitisation before and after use.
- Anti-viral spray and paper towels will be provided for regular use of shared equipment such as computer keyboards, photocopiers and telephones. Avoid the sharing of telephones or radio devices.
- Consider additional cleaning arrangements for specialist equipment e.g. in practical subjects or ASN provision e.g. SSERC guidance or Enozo spray in ASN and Early Years settings.
- Lidded bins for tissues are emptied throughout the day so as not to excessively fill up, and there are adequate disposal facilities for cleaning staff.
- Consider regular meetings with cleaning staff to confirm cleaning regimes, adjust as necessary to take account of high traffic or problem areas and ensure that levels of supplies are maintained

4
Low

Additional Local Concerns To be completed by assessor		<ul style="list-style-type: none">• Schoolbags to remain on floors at all times.• Limit paper home/school communication which normally travels back/forth e.g diaries, homework.• Pencil cases can be brought to school however items must not be shared.		
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4. Increased risk of exposure to Covid-19 infection as a result of poor communication

12
High

- All staff have been briefed on new working arrangements and understand the role they have to play.
- All staff have the opportunity to discuss new working arrangements on an ongoing basis and are aware of how to report concerns. Designate a member of staff as 'Covid Officer'.
- 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.
- Staff understand Covid-19 infection symptoms and what to look out for and should be supported to follow up to date Health Protection advice.
- 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/self-isolation.
- 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 management 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.
- All pupils and parents are aware of the arrangements and controls within the school and their responsibility in taking these forward.
- Consider parental surveys/communications 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.
- The school will ensure its approach co-ordinates with national and local guidance to help promote a coherent feel to provision of services and will designate a member of staff as Covid Officer to help take this forward.
- Senior leaders have systems in place to receive, review, retain and share all relevant information issued locally and nationally including Information Updates, Newsletters and Procedure Notes.
- Senior leaders understand the agreed process for managing a suspected case of Covid-19 infection.

Test and Protect

4
Low

Additional Local Concerns To be completed by assessor		<ul style="list-style-type: none"> The Covid Officer for Burnside Primary is Mrs. Helen McGarvey, Head Teacher. 		
5. Increased risk of exposure to Covid-19 infection risks through practical activities	12 High	<ul style="list-style-type: none"> Review existing risk assessments and safe systems of work for practical subject areas taking account of the controls above and Education Scotland National Improvement Hub – Practical Activities Guidance. 	4 Low	
Additional Local Concerns To be completed by assessor				

<p>6. Additional Risk Areas</p>	<p>12 High</p>	<ul style="list-style-type: none"> • Review all risk assessment controls in the context of the current protection level for the establishment /local area (see section below) and the associated enhanced measures. • Consider Personal Risk Assessments for those employees deemed clinically vulnerable by NHS. • Review existing Fire Evacuation Plans including PEEPs. • Review 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. Also, consider whether the at-home self-test programme will be appropriate for individual senior phase pupils (taking into account the potential of support for parents or guardians). • Ensure that staff are fully aware of the wellbeing supports available to them including those via South Lanarkshire Council’s Employee Assistance Scheme. Consider in-school support mechanisms for staff to talk, share concerns, apply wellbeing approaches. • Consider new guidance on supporting the mental health and wellbeing of children and young people. • Education Scotland have provided complementary information on Mental health & wellbeing : supports for practitioners, parents, carers & young people. • Property inspection arrangements will continue including required checks such as water quality, utilities, lifting equipment and fire controls. 	<p>4 Low</p>	
<p>Additional Local Concerns To be completed by assessor</p>				

7. Enhanced and targeted protection:

(a) At home asymptomatic testing

(b) Levels 3 and 4 and 'Lockdown' **Requirement to be aware of when Lanarkshire may be operating at these levels)

In addition to the controls areas outlined above, these enhanced protective measures should also be applied for schools within a local area that has been designated as Protection Level 3 or 4.

These measures have been designed to enhance protections in areas where evidence suggests there may be higher potential risks as prevalence increases, including for those people who are at the highest clinical risk.

It is important to note that these measures are in addition to, not instead of, the protective measures set out above.

At-Home Asymptomatic Testing

Being phased in from Feb 2021 for all staff in schools/EY settings and senior phase pupils. Although voluntary all are encouraged to participate in this scheme in order to support infection control measures where people may be asymptomatic and in attendance.

Headteachers / HoC should 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**. Controls will include:

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

Protection Level 3 – Enhanced protective measures

- All staff and pupils should wear a face covering in classrooms during lessons in the senior phase.
- Parents should discuss with their GP or clinician whether children with the highest clinical risk should still attend.
- The majority of workplaces can be made safe for staff. To ensure this remains the case individualised risk assessments for school staff members with the highest clinical risk must be in place and updated appropriately. Staff should speak with their manager to ensure all appropriate protections are in place.
- Decisions on appropriate protections should be informed by individual risk assessments, and may include protective measures in the workplace, mitigations such as working remotely (e.g. at home or in different settings) or carrying out different tasks within their usual workplace. If protections cannot be put in place, staff can discuss whether they need a fit note with their GP or clinician.

Protection Level 4 - Enhanced and targeted protective measures

- The current advice is that children on the shielding list should not attend in person. However, there will be further consideration of how individualised risk assessments can be used to maximise school attendance, and remove barriers to access to regulated childcare services, for children who continue to shield during Level 4 restrictions. It is expected that these should be

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:

- 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
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)	

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 (scratch, minor cut/bruise)	Minor (Lacerations/sprain strains, mild health effects)	Moderate (Minor bone break, temporary minor illness/eye injury)	Major (break of major bone, loss of digit, minor illness, electric shock loss of limb/eye serious illness)	Catastrophic (Fatality)
Consequence					



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

Risk Assessor(s): Helen McGarvey			Manager Name: Helen McGarvey			Date: 22.02.21		
Reviewer: LISA KIRKWOOD			Establishment: Burnside Primary					
Signature(s) <i>L.Kirkwood</i>		Date: 25/2/21	Signed:					

Notes: