

Education Resources General Risk Assessment

Assessment Title	Covid-19 Exposure – Reducing the Risks in Schools from January 2022	Generic <input checked="" type="checkbox"/> Specific <input type="checkbox"/>
Scope of Assessment	To ensure a safe and supportive environment for learning and teaching	Reference ER 12/01/22-6
		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

1. Exposure to Covid-19 infection as a result of direct or close contact with others

Physical distancing between adults, and between adults and children and young people, should remain in place in the school estate.

It is expected that schools will continue to retain 2m distancing arrangements.

There is no logistical requirement to make changes to physical distancing arrangements in the school environment at this time, including within meeting rooms and staff bases, and the 2m gap between the teacher's desk and the pupils. Moving to the minimal 1m distancing can only take place if it would otherwise materially inhibit professional interaction with colleagues.

Retaining 2 metres between adults in schools who do not meet the criteria for exemption from self-isolation will also help to reduce the risk that they are identified as a close contact. Avoid car sharing.

Current guidance is to continue to use virtual meetings 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 and staff are managed at a faculty/year group/stages level.

There is no requirement for strict physical distancing between children and young people in schools, although maintaining distancing between secondary school pupils is encouraged where possible.

Minimising contacts through the use of groupings should be reintroduced in indoor spaces where practicable. This provides benefits due to reducing possible vectors of transmission. The size of such groupings might differ depending upon local circumstances and the need to minimise education disruption – for example a grouping might refer to a whole class in primary school, and a whole year group or the senior phase in secondary school. In line with the subsidiarity principle, headteachers are empowered to make decisions about the best approach for their individual school or setting. Maintenance of any groupings used within schools is not required within transport arrangements.

As part of a strengthened approach to minimising contacts, schools should also consider:

- No assemblies or other typically large gatherings. Where it is necessary to

Additional Local Concerns To be completed by assessor				
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2. 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 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.

Additional Local Concerns To be completed by assessor				
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<p>3. Exposure to Covid-19 infection as a result of poor environmental hygiene</p>	<p>12 High</p>	<ul style="list-style-type: none"> • 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 2020 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. • 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 	<p>4 Low</p>	
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Additional Local Concerns To be completed by assessor				
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4. Increased risk of exposure to Covid-19 infection as a result of poor ventilation

There should be a continued strong focus on good ventilation. In addition, further local CO² 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 **on an ongoing basis** for ventilation issues with a view to remedial action being taken where required.

See Advice to Heads for January 2022 Return document issued 21/12/21.

Seek to increase ventilation levels by actively opening windows and doors where practical and safe to do so. (Heating systems have been increased in both temperature and length of running time to assist with maintaining room temperatures).

- Arriving in your classroom, external doors can be opened as required (will also reduce contact with door handles). Ensure no obstructions by opening blinds/curtains and removing any items blocking vents.
- When pupils arrive open windows to their fullest as allowed by the restrictor. Top windows should be open where possible.
- Should pupil occupancy levels exceed 25 in the secondary sector then windows should be opened to the maximum available, subject to any restrictors, for as long as possible.
- 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, should remain open to at least the minimum amount.
- At lunchtime, breaks and in between classes windows should be opened fully for 5-10 mins.
- 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.
- Consider flexibility in permissible clothing while indoors and the benefits of re-designing seating plans to reflect individual pupil or staff temperature preferences.
- At the end of the day, remember to close all windows for security reasons.
- Internal fire doors should not be held open unless they have a hold open and self-closing mechanism which responds to a fire alarm activation.
- ~~Not all classrooms have opening windows and the flow of air in mechanical~~

Additional Local Concerns To be completed by assessor				
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5. Increased risk of exposure to Covid-19 infection as a result of poor communication

- **See Advice to Heads for January 2022 Return document issued 21/12/21.**
- 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.
- 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 manage risk.
- 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.

Additional Local Concerns To be completed by assessor				
6. 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				
7. Additional Risk Areas	12 High	<ul style="list-style-type: none"> Review all risk assessment controls in the context of the current protection level for the establishment /local area 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 (BASPs) 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 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. Local support for pupil vaccination programmes 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. 	4 Low	

Additional Local Concerns To be completed by assessor				
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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					
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

Risk Assessor(s): Margo H Millar
Reviewer: Rae McNally

<p>Manager Name: Margo H Millar</p> <p>Establishment: Underbank Primary School</p>	<p>Date: 13.1.22</p>
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Signature(s) <i>R. Menally</i>	Date: 19.1.22	Signed: <i>Margo H. Miller</i>
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