**Education Resources General Risk Assessment**

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| **Assessment Title** | **Minimising Covid-19 Exposure – Educational Establishments re-opening from 11 August 2020** | **Generic**  **Specific** | |
| **Scope of Assessment** | 1. Headteachers and other senior managers working in schools and other educational settings 2. Employees returning to school settings 3. Pupils returning to school settings | **Reference** | ER  18/06-1 |
| **No Affected** | various |

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| **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 | | ✓ |
| Hygiene | ✓ | Workplace | ✓ | Handling / Lifting | | | x | Environment | ✓ | Access Equipment | x | Electricity | x | Moving / Falling Objects | | x |
| Temperature | x | 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: | | | | | | | | |
| **Hazard/ Concerns** | | | | | **Risk Rating** | **Control Measures** | | | | | | | | **Residual Risk**  **Rating** | **Further Action Required** | |
| **Exposure to Covid-19 infection as a result of direct or close contact with others** | | | | | 16  Very  High | * Introduce a blended learning approach where necessary in line with national and local guidance to reduce class groups within the school. * Maintain a minimum two metre physical distancing approach between adults and children and all staff. * Where physical distancing is not possible, face coverings will be used by staff. * Introduce a flexible approach to the physical reconfiguration of teaching and non-teaching areas, informed by a capacity audit and taking account of hygiene, staffing, supervision and individual learner and staff needs. * Seating, and busy work areas e.g. copier rooms should be safely spaced to create smaller groups or zones. * In primary, ensure that learners are in the same class together each day – no multi-stage lessons at present. The same teacher and support assistant will be with classes as far as possible. * Decrease physical interactions generally by looking at staff and pupil movement throughout the school. * One-way, keep left system in place, separate entrance areas for arrival and departure and staggered end of day arrangements. * No assemblies or other typically large gatherings. * Access classrooms directly from outside where possible. * Ensure that lower supervision areas such as toilets do not become crowded. * Encourage staggered use of staffrooms, break areas and offices to limit occupancy at any one time. * Encourage cleaning in staffrooms after each use including cooking equipment, cutlery and crockery and avoid sharing food and drink. * 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. * Designate areas of outdoor space for break times, lunch, arrival and departure to help maintain physical distancing. * Encourage parents to consider the most appropriate travel arrangements including walking and cycling 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. * Any works, repairs or maintenance carried out within the school should adhere to physical distancing and hygiene measures. * Personal risk assessment for employees recognised by NHS as clinically vulnerable e.g. those with asthma, pregnancy or members of the BAME community. * Floor markings, signage and posters to be used to keep employees informed on things like maximum room capacity and direction of travel. * Designate a well ventilated room as an isolation space for anyone showing symptoms of infection. * Limit face to face meetings indoors. * Contractors and visitors, including parents to be kept to a minimum. * Staff have clear advice on dealing with enquiries from the public. * Provide all necessary support to those requiring it to follow these measures e.g. for those with visual impairment or limited mobility. * Where it may not be possible or appropriate for the 2m rule to be applied to some children and young people with additional support needs, e.g. where close contact with staff is necessary to their wellbeing. In such circumstances, bespoke approaches should be determined with full regard to the best interests of children, young people and staff. **(See separate ASN guidance)** | | | | | | | | 4  Low |  | |
| **Additional Local Concerns**  To be completed by assessor | | | | |  |  | | | | | | | |  |  | |
| **Exposure to Covid-19 infection as a result of poor personal hygiene** | | | | | 12  High | * Ensure that all staff, pupils and visitors are aware of the importance of frequent and thorough handwashing / sanitising.  *Alcohol based hand sanitiser should be used in line with manufacturer’s instructions. Care should be taken in practical areas where naked flames can present an ignition risk. Soap and water is preferred in these areas.* * Ensure that all staff and pupils frequently wash their hands with soap and water for 20 seconds and dry thoroughly. * Ensure that sufficient handwashing / sanitising facilities are available. * Ensure that all staff and pupils clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing. * Ensure that all staff and pupils use a tissue or elbow to cough or sneeze and use lidded bins for tissue waste. * Ensure that help is available for staff and pupils who may require assistance in accessing hygiene facilities. * Anti-viral sanitising wipes provided for regular personal use at computer keyboards, photocopiers and telephones. * Ensure that all staff and pupils are encouraged not to touch their face. * Ensure that help is available for children and young people who have trouble cleaning their hands independently. * Consider how to encourage young children to learn and practise these habits through games and repetition. * The majority of staff in education settings will not require PPE beyond what they would normally need when supporting children and young people in their care, even if they are not always able to maintain a distance of two metres from others. PPE will be provided but is only required in a very small number of cases including: * Work with children and young people whose care routinely already involves the use of PPE due to their intimate care needs **(see separate ELC or ASN guidance)** * Where a child, young person or other learner becomes unwell with symptoms of coronavirus and a distances of 2 metres in the designated area prior to parent collection cannot be maintained. * Any other task that would routinely involve PPE e.g. providing first aid * Ensure government / public health advice is followed for any member of staff, pupil or visitor showing symptoms of infection, including the new Test and Protect procedures. * Water dispensers will not be used for the time being. Staff and pupils should bring their own filled bottle each day. * To help maintain physical distancing consider one way systems for handwashing at sinks within classrooms whilst in use. | | | | | | | | 4  Low |  | |
| **Additional Local Concerns**  To be completed by assessor | | | | |  |  | | | | | | | |  |  | |
| **Increased risk of exposure to Covid-19 as a result of poor environmental hygiene** | | | | | 12  High | * Prior to staff and pupils returning, a clean will take place in all areas including the use of electrostatic spraying. * An enhanced cleaning regime will be in place including an increased focus on high intensity touchpoints such as door furniture (push plates, handles), wall furniture (light switches, sockets) and sanitary ware to ensure those spaces are sanitised more regularly. * All areas will be electrostatically sprayed weekly with a protective covering. * Start Back resources will be provided to all schools including disposable gloves, tissues, sanitiser, towel and soap dispensers, anti-viral wipes and aprons. * 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). * Limit the use of shared resources, including those usually taken home. Any shared materials and surfaces should be cleaned more frequently. * Anti-viral sanitising wipes will be provided for regular use at computer keyboards, photocopiers and telephones. * Lidded bins for tissues are emptied throughout the day. * Where possible, all spaces should be well ventilated using natural ventilation. This should take account of existing guidance on things like fire and security. * 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. * If a pupil, member of staff or visitor has been *confirmed* as being tested positive for COVID-19 - the Facilities Officer will immediately arrange an electrostatic spray of the entire premise. The product used will decontaminate within 2 minutes. | | | | | | | | 4  Low |  | |
| **Additional Local Concerns**  To be completed by assessor | | | | |  |  | | | | | | | |  |  | |
| **Increased risk of exposure to Covid-19 and its effects as a result of poor communication** | | | | | 12  High | * All staff are aware of, and have access to, the full range of Corporate guidance on managing risks associated with Covid-19 including Education Resources Safe System of Work – Covid-19 Working Safely in Educational Establishments. * 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. * All staff are aware of how to report concerns. * All staff are familiar with current Government guidance in relation to Test and Protect and restrictions on movement. * Staff understand Covid-19 infection symptoms and what to look out for. * All visitors including parents, contractors and suppliers are advised not to enter the premise unless previous agreed by the school management team. * Contractors and suppliers are aware of local protocols for entering the premises. * The school provides regular, timely and clear communication about the approach they are taking to recovery * All pupils and parents are aware of the new arrangements and controls within the school and their responsibility in taking these forward. * Consider parental surveys/communications to encourage walking or cycling, 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 new measures and any changes. | | | | | | | | 4  Low |  | |
| **Additional Local Concerns**  To be completed by assessor | | | | |  |  | | | | | | | |  |  | |
| **Increased risks due to long term closure of the building** | | | | | 12  High | * Property inspection arrangements will continue prior to schools returning in August including required checks such as water, utilities, lifting equipment and fire controls | | | | | | | | 4  Low |  | |
| **Additional Local Concerns**  To be completed by assessor | | | | |  |  | | | | | | | |  |  | |
| **Additional Risk Areas** | | | | | 12  High | * Consider Personal Risk Assessments for those employees deemed clinically vulnerable by NHS, linking in with Personnel Services. * Review existing Fire Evacuation Plans including PEEPs. * Review existing risk assessments and safe systems of work for practical subject areas in secondary taking account of the controls above. * 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. **(separate ASN guidance)** * Ensure that staff are fully aware of the wellbeing supports available to them including those via South Lanarkshire Council’s Employee Assistance Scheme. | | | | | | | | 4  Low |  | |
| **Additional Local Concerns**  To be completed by assessor | | | | |  |  | | | | | | | |  |  | |

Supplementary recording sheet used? Yes  No  Number of sheets used: \_\_\_\_\_\_\_

***Note on Manager Actions:***

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

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

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| **Specific Additional Guidance/Notes:**   * Ed Res Covid\_19 Reopening from 11 August Safe Systems of Work * Current public health approach on clinical vulnerabilities * Government direction and guidance on required action available from [www.gov.scot/coronavirus-covid-19/](http://www.gov.scot/coronavirus-covid-19/) | | | | |  | **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 | |
| **Further Actions/Recommendations** | | **Timescales** | | **Responsible Person** |  | **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 | | | **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) | |
|  | |  | |  |
| **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) |  | |  |  | Low |  | Medium | |  | High |  | Very High | | |  |
| 3) |  | |  |  | \*\* If a fatality is being considered as the principal potential outcome, discussion should take place with the H&S team | | | | | | | | | | |

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| **Risk Assessor(s):** | | | **Manager Name:**    **Establishment:** | **Date:** |
| **Reviewer:** | | |
| **Signature(s)** | **Date:** |  | **Signed:** | |

**Additional Notes / Comments (including dynamic risk assessment):**

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