



Glasgow City Council

Health  
&  
Safety  
Group

# RISK ASSESSMENT DOCUMENTATION

**SUBJECT AREA OF ASSESSMENT**  
(JOB TITLE/PROCESS/LOCATION OR OTHER SUBJECT AREA)

**GCC Education Services: COVID-19 Recovery Phase**  
**Secondary School: Generic Risk Assessment – Version 1**

**DEPARTMENT** Education Services

**SECTION** Holyrood Secondary School

## COMPLETION SHEET

Ref.	Risk Rating	Actions to be Taken	Responsible Person	Target Date

## PART 1. COVID-19 Secondary Risk Assessment

## **Introduction**

This document is a generic risk assessment and is intended to assist staff in managing COVID-19 associated risks in relation to the day to day operations within the GCC Education Services Secondary Schools.

The generic risk assessment will continue to be subject to change as more information and updated Scottish Government and Health Protection Scotland Guidance regarding COVID-19 becomes available.

Arrangements will vary between establishments due to size, layout, capacity etc. however school staff should be aware of ensuring the following main key infection control measures regarding the management of COVID-19 associated risks are considered within any risk assessments:

- 2m Physical distancing,
- Regular hand washing,
- General hygiene procedures and cleaning protocols,
- Displaying of key signage,
- Regular provision of information to all parties and
- Managing and screening access to your establishment.

In addition Secondary Schools with co-located LCR Units or pupils with Additional Support Needs can also source further information from the *ASL COVID-19 Recovery Phase Risk Assessment*.

Following the completion of the COVID-19 risk assessment Heads of Establishment should ensure regular communication with regard to the content of the risk assessment with all appropriate parties parents, staff, pupils, trade union representatives and any other appropriate third party, e.g. AMEY 3ED.

The sections within the risk assessment cover both generic areas regarding the management of COVID-19 risk within an educational establishment and some specific common areas that schools will encounter throughout the schools day to day operational activities. It should be noted that the list regarding specific areas of risk is not exhaustive and where school staff identify additional areas/activities that may have a COVID-19 associated risk they should apply the main key COVID-19 infection control principles above when assessing those risks.

In addition where Heads of Establishment require further advice, guidance and support in relation to assessing additional areas of risk they can contact Education Services Health and Safety Section, Area Education Managers and/or QIO's etc. for further assistance.

**The NHS COVID-19 Helpline 0800 028 2816 will also be able to provide additional advice and guidance for school staff in relation to specific COVID-19 issues.**

### Ongoing Regular Updates

It is also important to note that this document is a first issue and Education Services Health and Safety Section will continue to provide additional COVID-19 supporting documents and information as they become available to support the risk assessment process. There are sections of the risk assessment where this additional guidance will be highlighted as in the process of completion or are requiring clarification and schools will be notified as soon as the documents/information becomes available.

As the document is a live document there will be a requirement for ongoing consultation between Education Services Health and Safety, Education Services staff and the Trade Unions in order to ensure continued best practice where possible.

Heads of Establishment will continue to be alerted by Education Services Health and Safety Section regarding any updated or additional advice and guidance from the Scottish Government, NHS or Health Protection Scotland in relation to COVID-19 risk assessments  
The following links will also provide additional supporting information in order to support and assist the risk assessment process and keep staff informed of the most up to date advice and guidance available.

### SUPPORTING DOCUMENT LINKS:

Scottish Government COVID-19 Opening Schools Guidance	<a href="#">Opening schools</a>
Scottish Government COVID-19 Physical Distancing in Education and Childcare Facilities	<a href="#">physical distancing in education and childcare facilities</a>
NHS Guidance	<a href="#">NHS Inform website</a>
Employees guidance for notifying employers if self-isolating or if testing positive for COVID-19	<a href="https://111.nhs.uk/isolation-note/">https://111.nhs.uk/isolation-note/</a>
Scottish Government COVID-19 Testing Information	<a href="https://www.gov.scot/news/expansion-of-covid-19-testing/">https://www.gov.scot/news/expansion-of-covid-19-testing/</a> <a href="#">Test and Protect (Test, Trace, Isolate and Support)</a>
Corporate Procurement Process for PPE	<a href="#">Corporate Procurement Process for PPE</a>
Education Services: COVID-19 Guidance Doc re symptomatic	<b>In Progress</b>

**List of Subjects  
(Activity, process, location etc.)**

- |                     |   |
|---------------------|---|
| <b>1. a. b. c.</b>  | <b>COVID-19:</b> Infection Control Measures, COVID-19: Suspected or confirmed cases   |
| <b>2. a. b. c.</b>  | <b>Cleaning and Hygiene:</b> Personal Hygiene, Scheduled Cleaning, Additional Cleaning measures   |
| <b>3. a. b. c.</b>  | <b>Signage:</b> General GCC Signage, Local Additional Signage, ES 'STEM the Spread' Key Message Signage   |
| <b>4.</b>           | <b>Personal Protective Equipment (PPE):</b> General Info and Ordering PPE, Managing Personal and Medical Care Activities  |
| <b>5.</b>           | <b>Managing Personal &amp; Medical Care Activities</b>  |
| <b>6.</b>           | <b>First Aid and Medical Attention</b>  |
| <b>7. a. b. c.</b>  | <b>Travelling to and from School:</b> Staff travelling by public transport, Education Services ASL contracted transport arrangements for pupils, School Minibuses |
| <b>8.</b>           | <b>Managing Drop off/pick up arrangements</b>   |
| <b>9.</b>           | <b>Managing Main Entrance and Reception Areas</b>   |
| <b>10.</b>          | <b>Managing Visitors and Contractors</b>  |
| <b>11. a. b. c.</b> | <b>Managing Corridors, General Circulation Routes and Common Areas:</b> Corridors, Staff Rooms/Toilets etc.   |
| <b>12.</b>          | <b>Classrooms and Teaching Spaces</b>   |
| <b>13.</b>          | <b>Managing Lunch and Breaks</b>  |
| <b>14.</b>          | <b>Fire Safety</b>  |
| <b>15.</b>          | <b>Delivery of Science / Technical</b>  |
| <b>16.</b>          | <b>Delivery of PE</b>   |
| <b>17.</b>          | <b>Delivery of Home Economics</b>   |
| <b>18.</b>          | <b>Delivery of Drama / Music</b>  |

## PART 2. RECORD OF RISK ASSESSMENT

Subject Ref N <sup>o</sup>	Hazard Ref. N <sup>o</sup>	Hazard Description (i.e. potential causes of injury/damage)	Potential injury/damage	Persons at risk	Current preventative and protective measures (more detail on training in Part 3 , more detail on PPE in Part 4)	Risk Rating	Further action required
1.	a.	<b>COVID-19 General Information regarding infection control and the spread of infection.</b>	COVID-19 infection,	Pupils and Staff  Contractors	<p>In order to minimise the potential spread of COVID-19 the following areas should be considered:</p> <ul style="list-style-type: none"> <li>• All staff, pupils and parents/guardians should be regularly informed of the importance of ensuring that staff and or pupils do not attend the school if they are symptomatic or feel unwell with suspected COVID-19 and should inform the HT as soon as possible.</li> <li>• All staff should be made aware of the requirement to also inform HT if required to self-isolate in line with the relevant guidance for example where staff/pupil: <ul style="list-style-type: none"> <li>- Tests positive for COVID-19</li> <li>- Displays symptoms of COVID-19</li> <li>- Have been advised to self-isolate in line with Government Guidance</li> <li>- Have been advised to self-isolate via the Scottish Governments 'Test and Protect' Track and Trace initiative.</li> </ul> </li> </ul> <p>All school staff should familiarise themselves with the <a href="#">Test and Protect (Test, Trace, Isolate and Support)</a> strategy that local health boards and Public Health Scotland are implementing as schools may be contacted as part of the initiative.</p> <ul style="list-style-type: none"> <li>• Parents/guardians should be made aware of the important requirement to alert the HT as soon as practicable if/when a pupil falls into any of the above categories</li> <li>• Information posters should be clearly displayed throughout the building and relevant information regarding the schools COVID-19 infection control procedures shared with staff, pupils and parents. The information should detail the key infection control messages on regular handwashing, physical distancing, hygiene protocols etc.</li> <li>• Hand washing / Sanitising should take place at the start and end of each lesson as part of class routine and as directed by the teacher. Sinks and sanitisers should be used in departments for this.</li> <li>• There will be updates on hygiene in weekly bulletin</li> <li>• Hand sanitiser station available at school main entrance. All persons entering/leaving must use the sanitiser.</li> <li>• Information for staff, pupils and parents re Cleaning and Hygiene protocols (see section 2)</li> <li>• Information on PPE (see section 4)</li> </ul>	Moderate	<p>Ongoing monitoring and review</p> <p>HT to ensure ongoing communication with pupils staff and parents/guardians</p> <p>HT to implement</p> <p>Staff to implement</p> <p>Confirmation required regarding agreement between GCC DRS PLS Monitoring Team, Education Services and Amey 3ED with regards the provision of hand sanitiser stations to include ordering arrangements, refilling, etc.</p>

1.	b.	HT informed of a suspected COVID-19 case during the school day	COVID-19 infection,	Pupils and Staff  Contractors	<p>Where a member of staff, pupil or contractor displays potential COVID-19 symptoms or feels unwell with suspected COVID-19 during the school day, they should inform the HT and the following steps should be taken:</p> <ul style="list-style-type: none"> <li>Person should be isolated within a designated area in small room in medical room ( a back up room will be provided by SLT where needed) until arrangements made for collection of pupil or where staff member / contractor is able to leave by themselves. The area being used should be adequately ventilated, e.g. windows opened.</li> <li>Following the person leaving the school the area must be removed from use, locked and appropriate signage displayed until appropriate cleaning can be carried out by Amey 3ED. <i>Property and Land Services by following the Corporate Link: <a href="#">GCC Guidance What to do if someone in your establishment becomes symptomatic</a></i></li> <li>Any tissues/PPE/cleaning materials (blue roll) that have come into contact with person displaying symptoms will require to be double bagged, labelled and stored separately within a secure location with signage displayed for 72hrs until it can be placed in hygiene bin.</li> </ul> <p>Note The above GCC guidance does not include information for PPP secondary establishments</p>	Moderate	<p>Ongoing monitoring and review SLT to ensure all staff are aware of procedures implemented when there has been a suspected COVID-19 case within the school</p> <p>Confirmation required from Amey 3ED regarding procedures implemented for completion of cleaning when there has been a suspected COVID-19 case within the school</p>
1.	c.	HT informed of confirmed COVID-19 case	COVID-19 infection	Pupils and Staff  Contractors	<p>Where a member of staff, pupil or contractor informs the HT / DHT that they have tested positive for COVID-19 then they require to self-isolate in-line with current Scottish Government and Public Health Guidance.</p> <p>The person should not return to school until they have completed the required isolation period. Any cleaning requirement of potentially infected areas as above would be as per <b>section 1b</b>.</p> <p>There would be no requirement at this stage for other staff and or pupils who have been in contact with the confirmed COVID-19 case to self-isolate unless:</p> <ul style="list-style-type: none"> <li>They subsequently become symptomatic</li> <li>Have been advised to self-isolate in line with Government guidance</li> <li>Have been advised via the Scottish Governments Test and Protect initiative to self-isolate. <a href="#">Test and Protect (Test, Trace, Isolate and Support)</a></li> </ul>	Moderate	<p>Ongoing monitoring and review</p> <p>HT/ DHT to ensure all staff are aware of procedures implemented when there has been a confirmed COVID-19 case within the school</p>

					ES H & S to provide a guidance document in conjunction with Health Protection Scotland in progress.		ED H&S to action
2.	a.	<b>Cleaning and Hygiene Personal Hygiene Protocol</b>	COVID-19 infection	Pupils and Staff Contractors	<p>In line with Scottish Government and Health Protection Scotland Guidance, good hygiene is key and should be maintained at all times throughout the school day.</p> <ul style="list-style-type: none"> <li>• Staff and pupils regularly reminded of the importance of good hand hygiene/washing</li> <li>• Ensure the availability of sufficient hand washing sinks and liquid soap in the appropriate areas</li> <li>• Regular hand washing should take place through the school day, reminders will be available through signage.</li> <li>• Education Services STEM the Spread hand washing posters displayed where required</li> <li>• Hand sanitising station available at main entrances and also located as where appropriate. All persons entering/leaving the building should use the available hand sanitiser.</li> <li>• Any portable hand sanitising bottles/containers should be supervised during the day. They should be kept in cupboards or locked cabinets</li> <li>• Anti-bacterial solution provided for cleaning</li> <li>• Staff to support hand washing and sanitising through the school day</li> <li>• Staff to support young people to wipe equipment and area (ie desk) after / before use</li> </ul>	Moderate	<p>Ongoing monitoring and review</p> <p>HT to implement arrangements to ensure regular handwashing is undertaken</p> <p>Staff to support cleaning and Hygiene</p> <p>Confirmation required regarding agreement between GCC DRS PLS Monitoring Team, Education Services and Amey 3ED with regards to the provision of hand sanitiser stations to include ordering arrangements, refilling etc.</p> <p>Confirmation from Education Services re the 'STEM the Spread' Key message Campaign Posters.</p>
2.	b.	<b>Scheduled Cleaning by DRS Catering and Facility Management / Amey 3ED</b>	COVID-19 infection	Pupils and Staff Contractors	<p>DRS Catering and FM / Amey 3ED carry out regular scheduled appropriate day to day cleaning within school buildings</p> <p>DRS Catering and FM confirmed there has been a reviewed cleaning specification issued to Catering &amp; FM Staff.</p> <p>In the event of a confirmed or suspected case of COVID-19 specific arrangements will be implemented to include isolating areas and vigorous cleaning (as per section 1b) Link: <a href="#">GCC Guidance What to do if someone in your establishment becomes symptomatic</a></p>	Moderate	<p>Ongoing monitoring and review</p> <p>Confirmation required regarding outcomes of revised cleaning schedules implemented by Amey 3ED</p> <p>HT to continued liaising with DRS Catering and FM / Amey 3ED re cleaning.</p>

2.	c.	<b>Additional Cleaning during school hours</b>	COVID-19 infection	Pupils and Staff  Contractors	<p>In order to prevent infection spread the general practice of sharing resources and equipment between pupils should be discouraged.</p> <p>Where possible, work stations should be allocated consistently to the same pupils and staff rather than having spaces that are shared.</p> <p>In order to assist in minimising the spread of infection anti-bacterial cleaning materials will be made available to allow for the wipe clean of regularly used equipment and surfaces as and when required and the following areas should be considered:</p> <ul style="list-style-type: none"> <li>• Designated regularly used surfaces/areas to be wiped/cleaned as and when required between pupil uses</li> <li>• Staff to remind young people to clean down own desks and equipment at the start and end of the lesson.</li> <li>• Regularly used hard surfaces, vinyl covered equipment</li> <li>• Physical play equipment (indoor and outdoor), etc.</li> <li>• Consider wiping of desks , equipment at the end of each session</li> <li>• Door handles, handrails in public areas cleaned regularly by cleaning staff through the day</li> <li>• Ensure waste bins do not overflow</li> </ul> <p>Agreement has been made with PLS Catering and FM for the provision of anti-bacterial cleaning materials to be provided for use within GCC Secondary Schools.</p> <p>Soft toys, furnishing, rugs, cushions etc. should be removed from use as these items are difficult to clean and cannot be wiped clean with anti-bacterial wipes/sprays.</p>	Moderate	<p>Ongoing monitoring and review</p> <p>Class teacher to implement cleaning of equipment / desks etc.</p> <p>ES H &amp; S to provide an appropriate COSHH assessment for general wipe clean use</p> <p>Confirmation required regarding agreement between GCC DRS PLS Monitoring Team, Education Services and Amey 3ED with regards to arrangements implemented for the deployment of cleaning materials for use by Education Services Staff and / or pupils during the school day</p>
3.	a.	<b>Signage</b>  <b>General Information Posters</b>	COVID-19 infection	Pupils and Staff  Contractors	<p>All establishments will be provided with general GCC COVID-19 related information signage/posters prominently displayed at the establishment's main entrance and access routes.</p>	Moderate	<p>Ongoing monitoring and review</p> <p>Confirmation from DRS PLS re the provision of GCC general premise access signage</p> <p>Confirmation required from Amey regarding the display of COVID 19 signage at school main entrance areas.</p>



3.	b.	<p><b>Local School information signs/posters for staff/pupils/visitors</b></p> <p>e.g. (mix of temporary signs/posters etc.)</p>	COVID-19 infection	<p>Pupils and Staff</p> <p>Contractors</p>	<p>There will be arrows around the school to indicate one way system</p> <p>Appropriate signage identified as part of a building assessment which would assist in ensuring that all identified and implemented local arrangements to assist in minimising the spread of infection were clearly displayed for all staff, pupils and visitors.</p> <p>The following are examples of appropriate areas which may require additional instructional signage:</p> <ul style="list-style-type: none"> <li>Arrows will indicate the above</li> </ul>	Moderate	<p>Ongoing monitoring and review</p> <p>to identify and purchase/source appropriate posters</p> <p>SLT to liaise with GCC DRS PLS Monitoring Team, Education Services and Amey 3ED to discuss the provision, installation and display of required signage</p>
3.	c.	<p><b>Education Services STEM the Spread, The 4 Key Messages Signage/Posters</b></p>	COVID-19 infection	<p>Pupils and Staff</p> <p>Contractors</p>	<p>Education Services STEM Team have provided a series of COVID-19 Safety Signs/Posters as part of the '<b>STEM the Spread</b>' initiative which includes individual posters on the 4 Key messages including:</p> <ul style="list-style-type: none"> <li>Regular Hand Washing</li> <li>Physical Distancing</li> <li>Sneezing: Catch it, Kill it Bin It,</li> <li>Hygiene: Don't Touch Face, Mouth, Nose,</li> </ul> <p>Signage is up and around the school with key messages .</p>	Moderate	<p>Ongoing monitoring and review</p> <p>Confirmation from Amey 3ED regarding the installation arrangements for required signage</p>
4.		<p><b>Personal Protective Equipment (PPE)</b></p>	COVID-19 infection	<p>Pupils and Staff</p>	<p>Scottish Government Guidance states there is no requirement for staff to source and wear additional PPE for the 'normal' day to day school operational activities within the school building.</p> <p>Any request for additional PPE must be via the new Council Corporate Procurement process and further information and the appropriate PPE ordering link can be accessed within the following COVID-19 Managers Briefing Document <a href="#">Corporate Procurement Process for PPE</a> .</p> <p>Staff should be advised that any additional PPE requests will be subject to the needs assessment screening process carried out by GCC Environmental Health Officers re availability.</p>	Moderate	<p>Ongoing monitoring and review</p> <p>HT to inform staff and implement</p> <p>Staff who require to wear PPE for personal care etc., will require to receive appropriate information and instruction e.g. removal of gloves poster to be displayed</p>

5.		<b>Managing Personal &amp; Medical Care Activities</b>	COVID-19 infection	Pupils and Staff	<p>Standard PPE will be available for use during personal/medical care activities as previously where the risk assessment identified a requirement for PPE.</p> <p>However, as above (Section4.) where the risk assessment identifies the potential for additional PPE then this will be carried out in line with the current GCC Corporate Procurement process and subject to the appropriate screening process.</p> <p>Additional PPE will be in place for Support for Learning staff / pupils (where necessary)</p>	Moderate	<p>Ongoing monitoring and review</p> <p>SLT to ensure completion of reviews of identified pupils risk assessments / care plans</p>
6.		<b>First Aid Procedures</b>	COVID-19 infection	Pupils and Staff	<p><b>CPR:</b> Further information to follow.</p> <p><b>General First Aid:</b> For general minor first aid activities the existing PPE arrangement of disposable gloves and aprons are generally available for use and in most circumstances should suffice.</p> <p>There may also be occasions when due to the low level of first aid treatment required the injured person may be able to self-administer under the supervision of the first aider in order to try to maintain safe physical distancing.</p> <p><b>Potential Serious Incidents:</b> However In the event of first aid being administered following a more serious incident where 2 metre physical distancing cannot be maintained and this may be for a prolonged period of time (15 minutes or longer) then a disposable face mask should also be provided and used.</p>	Moderate	<p>Ongoing monitoring and review</p> <p>SLT to action and liaise with appropriate staff regarding actions to be taken when providing first aid</p> <p>SLT to ensure disposable face masks are available for use as required,</p> <p>Staff who require to wear PPE for first aid will require to receive appropriate information and instruction e.g. removal of gloves poster to be displayed</p>

7.	a.	<p><b>Traveling to and from school</b></p> <p><b>Staff Travelling by Public Transport</b></p>	COVID-19 infection	Pupils and Staff	<p><b>Public Transport:</b> Where staff travel on public transport to and from their school:</p> <ul style="list-style-type: none"> <li>• More exits available for entering and leaving building</li> <li>• 50% less pupils in per day to assist more free movement (employ 15 minutes pass)</li> <li>• Staff using public transport should follow Scottish Government advice on physical distancing and the use of a face covering <u>can/should</u> be used.</li> <li>• To relieve any stress and anxiety, staff should plan their journeys as it may result in delays.</li> </ul> <p>Staff should be advised not to car share with another member of staff/s to minimise the potential spread of COVID-19.</p>	Moderate	<p>Ongoing monitoring and review</p> <p>SLT with staff consultation</p>
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	b.	<b>Education Services arranged transport (buses and taxi's)</b>	COVID-19 infection	Pupils and Staff	<p><b>School Taxis:</b> Taxi companies will be checked for regulations that are used by GCC</p> <p>No unauthorised third parties e.g. parents/guardians should access the taxi.</p> <p><b>Taxis:</b> In the event a school requires to use a taxi, it is recommended that hackney carriage taxis would be more appropriate for pupils and staff due to the formal cleaning regime, the fixed privacy screens etc.</p> <p><b>Education Services Taxi Escorts:</b> Due to the remote nature of the work activity, the potential for Escorts to be unable to maintain the 2m Physical Distancing when securing seat belts, general assisting pupils etc. there will be a requirement to review the current RA and consider additional PPE for Escorts.</p> <p>As a result there would be a requirement for Escorts to be provided with the following PPE and Hand Sanitising:</p> <ul style="list-style-type: none"> <li>• Disposable gloves</li> <li>• Disposable Aprons</li> <li>• Disposable Face masks</li> <li>• A supply of hand sanitiser</li> </ul>	Moderate	<p>Ongoing monitoring and review</p> <p>ES, HT and N &amp; S to liaise, confirm and action.</p> <p>SLT to action PPE to include provision of instruction in use and disposal</p>
	c.	<b>School Minibuses</b>	COVID-19 infection	Pupils and Staff	Min bus: there will be no use of the mini bus until further notice		<p>Ongoing monitoring and review</p> <p>SLT to ensure staff informed that current advice is to remove from use until additional guidance available</p>

8.		<b>Managing Drop off/Pick up arrangements</b>	COVID-19 infection	Pupils and Staff  Parents	<p>In order to comply with the guidance on physical distancing measures the number of persons in school grounds during the recovery period should be minimised and managed in line with the Scottish Government current guidance.</p> <p>The following areas should be considered:</p> <ul style="list-style-type: none"> <li>• Only authorised persons should access the school grounds/building</li> <li>• 5 exit points at the end of the school day as per diagram</li> <li>• Pupils should exit the nearest exit at the end of the school day</li> <li>• Pupils limited to one parent/guardian escorting where necessary (Parents/guardians should not access the school premise)</li> <li>• Appropriate signage displayed (as per section 3)</li> </ul>	Moderate	<p>Ongoing monitoring and review</p> <p>HT and DHT to ensure liaison with Amey 3ED regarding opening / closing additional doors, gates etc.</p>
9.		<b>Managing main entrance and reception areas</b>	COVID-19 infection	Pupils and Staff  Contractors  Visitors	<p>Only authorised and non-symptomatic persons should be authorised to enter the school building.</p> <p>In addition the following should be given consideration when planning the management of school entrances:</p> <ul style="list-style-type: none"> <li>• All persons entering the school building must use the hand sanitiser immediately upon entry (prior to signing in)</li> <li>• Reception screens is in place</li> <li>• Posters displayed and temporary floor markings in place (as per section3)</li> <li>• All persons accessing the school should be authorised and/or by prior arranged appointment</li> <li>• All persons signing in to the establishment should receive an induction upon arrival with appropriate basic COVID-19 information re current school COVID-19 management arrangements</li> <li>• Appropriate general screening questions for contractors and visitors included within the induction e.g. is the person symptomatic or unwell, is not from a screening persons residence etc.</li> </ul>	Moderate	<p>Ongoing monitoring and review.</p> <p>HT/ DHT and Amey to review induction provided to Education Services visitors to ensure inclusion of COVID-19 screening questions</p> <p>Confirmation required from Amey 3ED regarding revised visitor induction to include COVID-19 screening questions</p>

10.		<b>Managing visitors and Contractors</b>	COVID-19 infection	Pupils and Staff  Contractors  Visitors	<p>All visitors and contractors should receive an appropriate induction prior to entering the premise which should include the schools current COVID-19 infection control management arrangements.</p> <p>The updated Contractor Management Standard Sign In Sheet (GCC Establishments Only) at the following link: <a href="#">Control of Contractors Appendix 3: Contract Sign in Sheet</a></p> <p>In addition all persons entering the school should be subject to general COVID-19 screening questions prior to accessing to acknowledge and minimise the potential spread of COVID-19 infection.</p> <p><b>Visitors:</b> Meetings will be minimum to none. Generally face to face meetings/visits with third parties should be discouraged. However, where it is necessary for the SLT to meet with a parents, third parties etc. then appropriate arrangements should be made to ensure that the meeting can be carried out safely and the following measures should be considered:</p> <ul style="list-style-type: none"> <li>• Suitable appointment time</li> <li>• Appropriate induction and general COVID-19 screening questions</li> <li>• Suitable room/location identified for meeting to maintain physical distancing etc.</li> </ul>	Moderate	<p>Ongoing monitoring and review</p> <p>DHT to discuss with AMEY to review induction provided to Education Services visitors to ensure inclusion of COVID-19 screening questions</p> <p>Confirmation required from Amey 3ED regarding revised visitor induction to include COVID-19 screening questions</p>
11.	a.	<b>Managing corridors and general circulation routes</b>	COVID-19 infection	Pupils and Staff  Contractors	<p>One way system has been put in place in consultation with all staff:</p> <ul style="list-style-type: none"> <li>• Pupils should remain within their own group and not mix with other groups/cohorts.</li> <li>• increase natural ventilation – opening of windows</li> <li>• Movement within the school kept to a minimum</li> </ul> <p>Note Whilst they should be avoided wherever possible, very brief interactions within 2m, e.g. limited numbers passing each other in corridors are considered low risk and permissible. (Scottish Government Guidance May 2020)</p>	Moderate	<p>Ongoing monitoring and review</p> <p>HT / DHT to inform staff and implement</p>

	<b>b.</b>	<b>Staff rooms, offices and toilets</b>	COVID-19 infection		<ul style="list-style-type: none"> <li>• Staff room to be rearranged to allow 2m physical distance</li> <li>• Staff to wash hands when entering staff room</li> <li>• All areas and surfaces should be kept as clear and clean as possible,</li> <li>• Anti-bacterial sprays/wipes available to clean surfaces, handles etc. as required.</li> <li>• Staff should ensure they use their own eating and drinking utensils</li> <li>• Dishes should not be shared and to be washed, dried and put away following use</li> <li>• No sharing of foods</li> <li>• Only essential items to be stored in fridge and where possible food being stored to be in clean Tupperware containers</li> <li>• Physical distancing maintained</li> <li>• Managing of seating areas to comply with physical distancing</li> <li>• Open windows for ventilation</li> <li>• No sharing of equipment within the office and regular cleaning of all equipment</li> </ul>	Moderate	<p>Ongoing monitoring and review</p> <p>DHT to inform staff and implement</p>
	<b>c.</b>	<b>Pupil Toilets/Drinking Coolers</b>	COVID-19 infection	<p>Pupils and Staff</p> <p>Contractors</p>	<p><u>Pupil Toilets</u></p> <ul style="list-style-type: none"> <li>• Toilet breaks to be encouraged during break times and supervised to ensure physical distancing is being adhered to</li> <li>• Appropriate signage displayed (as per section 3)</li> </ul> <p><u>Drinking Water</u></p> <ul style="list-style-type: none"> <li>• No refilling of bottles from water cooler</li> <li>• Taps identified for staff use for drinking using own equipment / bottle.</li> </ul>	Moderate	<p>Ongoing monitoring and review</p> <p>DHT to inform staff &amp; pupils and implement</p>
12.		<b>Managing classrooms and teaching spaces</b>	COVID-19 infection	Pupils and Staff	<ul style="list-style-type: none"> <li>• Classrooms arranged for physical distance done in consultation with teachers of rooms</li> <li>• Consideration will be given to utilising non- teaching spaces</li> <li>• Limited movement of resources between school and home, where there is a requirement</li> <li>• No sharing of iPads or equipment</li> <li>• Teachers should consider and reduce the number of shared resources between pupils</li> <li>• No access to library books</li> <li>• Where jotters are distributed between school and home there should be a 72 hour dormant period before re-use.</li> <li>• Staff reminders of hygiene in their rooms</li> <li>• Ensure adequate ventilation in classrooms by opening of windows</li> <li>• Increased use of outdoor space for teaching and learning</li> </ul>	Moderate	<p>Ongoing monitoring and review</p> <p>HT and DHT to inform staff and implement</p>

13.		<b>Managing lunch and breaks</b>	COVID-19 infection	Pupils and Staff	<p>Arrangements :</p> <ul style="list-style-type: none"> <li>• Lunch times will be pre packed lunch</li> <li>• No sharing of foods</li> <li>• physical distancing seating arrange</li> <li>• Open windows for ventilation</li> </ul>	Moderate	<p>Ongoing monitoring and review</p> <p>HT planning with Cordia to inform staff and implement</p>
14.		<b>Fire Safety</b>	COVID-19 infection	<p>Pupils and Staff</p> <p>Contractors</p> <p>Visitors</p>	<p>Fire Safety considerations :-</p> <ul style="list-style-type: none"> <li>• Evacuation as per normal procedure</li> <li>• Exit through nearest exit</li> <li>• Half school at any given time – less pupils</li> <li>• Teachers to assist with class physical distance in lines</li> <li>• Teacher to stand at the front of their class line up</li> <li>• Ensure fire drills are undertaken as normal (1 per term)</li> </ul> <p><b>UPDATE: Fire Doors</b>  <b>Advice received 10<sup>th</sup> June 2020 from Scottish Fire and Rescue and GCC Governance Health and Safety is that the temporarily securing of fire doors in the open position is prohibited.</b></p>	Moderate	<p>Ongoing monitoring and review</p> <p>Ongoing monitoring of: fire procedures / fire risk assessment and fire safety management system</p>
15		<b>Delivery of Science / Technical /</b>	COVID-19 infection	<p>Pupils and Staff</p> <p>Contractors</p>	<p>For technical and Science adhere to Risk Assessments from GCC</p> <p>This link provides information relating to –</p> <ul style="list-style-type: none"> <li>• Classrooms / workshops layout to ensure social distancing</li> <li>• Completion of required safety checks</li> <li>• Managing practical activities</li> <li>• Hygiene</li> <li>• Completion of additional cleaning</li> </ul> <p><a href="https://www.sserc.org.uk/health-safety/covid-19-back-to-school/">https://www.sserc.org.uk/health-safety/covid-19-back-to-school/</a></p>		<p>Ongoing monitoring and review</p> <p>HT to ensure review and completion of revised subject risk assessments</p>
16		<b>Delivery of PE</b>	COVID-19 infection	<p>Pupils and Staff</p> <p>Contractors</p>	<p>The delivery of PE within the secondary school curriculum is currently being reviewed by a working group comprising of PEPASS, PE Staff and Education H&amp;S and will consider restrictions regarding COVID-19 are adhered to at all times.</p> <p>The outcomes of the working group will include –</p> <ul style="list-style-type: none"> <li>• The completion of updated PE risk assessments</li> <li>• Updates within the PE Code of Practice</li> </ul>	Moderate	Ongoing monitoring and review



17		<b>Delivery of Home Economics</b>	COVID-19 infection	Pupils and Staff  Contractors	Further information will be provided when additional guidance becomes available.  However in the interim the following should be considered - <ul style="list-style-type: none"> <li>• Classroom arranged in order to comply with physical distancing guidance</li> <li>• Hand washing/hand hygiene</li> <li>• No sharing of utensils</li> <li>• Completion of scheduled cleaning</li> <li>• Completion of additional cleaning</li> </ul>	Moderate	Ongoing monitoring and review  SLT link to ensure review and completion of revised subject risk assessments
18		<b>Delivery of Drama / Music</b>	COVID-19 infection	Pupils and Staff  Contractors	Further information will be provided when additional guidance becomes available.  However in the interim the following should be considered - <ul style="list-style-type: none"> <li>• Classroom arranged in order to comply with physical distancing guidance</li> <li>• Hand washing/hand hygiene</li> <li>• No sharing of equipment</li> <li>• Completion of scheduled cleaning</li> <li>• Completion of additional cleaning</li> </ul> <p>Note - Pamela Black, Education Support Officer Instrumental Music can be contacted for further assistance.</p>	Moderate	Ongoing monitoring and review  SLT link to ensure review and completion of revised subject risk assessments
19		<b>Vulnerable Groups inc BAME</b>	COVID 19	Pupils	Strategies for mitigating risks accounted for through Risk Assessment. Particular attention to: - Hygiene - Cleaning of touch points - Personal cleaning of equipment - 2M physical distance	Moderate	Review periods with Year Head / PTPC
20		<b>Additional Support Needs</b>	COVID 19	Pupils	Conversations available where appropriate using RA toolkit. Regular reminders from staff daily and H&S DHT.  Personalised Plan through discussion with Year Head & Support for Learning PT using Risk Assessment toolkit . Parents, pupil and appropriate staff involved .	Moderate	Monitored and Reviewed with Year Head / SfL PT / PTPC

<b>Signed:</b>	<b>Title:</b> .....	<b>Date:</b> .....
<b>Signed:</b>	<b>Title:</b> .....	<b>Date:</b> .....
<b>Signed:</b>	<b>Title:</b> .....	<b>Date:</b> .....

### PART 3. CONTROL MEASURES - TRAINING

Ref.	Training Subject	Conducted By	Brief Details of Training (state where further information can be found, e.g. training programmes, where appropriate)	Training Records (state where records of training are located)	Is Training evaluated? YES/NO (provide details)	Further action required
4 and 5	PPE	SMT	Guidance Document/Method statement providing relevant information/training to be used by staff.			Ongoing

### PART 4. CONTROL MEASURES – PERSONAL PROTECTIVE EQUIPMENT (PPE)

Ref.	Description of PPE (incl. Standard where applicable)	Suitable For Risk Level	Compatible With Other PPE Used	Detail of Maintenance Required Including Records	Detail of Training Required Including Records	Detail of Storage Facilities
4 & 5	Disposable apron	Yes	Yes	N/A		
4 & 5	Disposable gloves	Yes	Yes	N/A		
4 & 5	Face covering					

#### FURTHER ACTION REQUIRED ON PPE

REF	ACTION REQUIRED
	Guidance Document/Method statement providing relevant information/training to be used by staff by ES Health & Safety

## Risk Rating Scale

	Slightly Harmful	Harmful	Extremely Harmful
Highly Unlikely	<b>TRIVIAL RISK</b>	<b>MODERATE RISK</b>	<b>MODERATE RISK</b>
Unlikely	<b>MODERATE RISK</b>	<b>MODERATE RISK</b>	<b>SUBSTANTIAL RISK</b>
Likely	<b>MODERATE RISK</b>	<b>SUBSTANTIAL RISK</b>	<b>INMODERATE RISK</b>

Risk Level	Action and Timescale
<b>TRIVIAL</b>	<b>No action is required and no documentary records need to be kept.</b>
<b>MODERATE</b>	<b>No additional controls are required. Consideration may be given to a more cost-effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that controls are maintained.</b>
<b>MODERATE</b>	<b>Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risk reduction measures should be implemented within a defined time period. Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish precisely the likelihood of harm as a basis for determining the need for improved control measures.</b>
<b>SUBSTANTIAL</b>	<b>Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.</b>
<b>INMODERATE RISK</b>	<b>Work should not be started or continued until the risk has been reduced. If it is not possible to reduce risk even with unlimited resources, work has to remain prohibited.</b>

\* Moderate here means that the risk has been reduced to the lowest level that is reasonably practicable.