



Glasgow City Council

Health & Safety Group

RISK ASSESSMENT DOCUMENTATION

SUBJECT AREA OF ASSESSMENT (JOB TITLE/PROCESS/LOCATION OR OTHER SUBJECT AREA)	Holyrood Secondary School
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DEPARTMENT	Education Services	SECTION	Secondary School
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COMPLETION SHEET

Ref.	Risk Rating	Actions to be Taken	Responsible Person	Target Date
1a b c	Moderate	Health Protection Scotland and GCC COVID-19 Infection Control measures reinforced at daily briefing and throughout each day to parents, pupils and all staff re hand washing, covering a sneeze, avoiding touching face/eyes/mouth/nose and protocols for children/adults who present symptoms.	H of E	On-going
		H of E to ensure all staff are aware of procedures implemented when there has been a suspected COVID-19 case within the school.	H of E	Ongoing
		Guidance document/method statement providing relevant information to be used by staff.	ES Health and Safety	Ongoing
2 a b c	Moderate	Cleaning schedules in place	Amey 3ED	August 2020
11c	Moderate	ES Health and Safety to continue to monitor the government guidance re the use of water coolers	ES H&S	On-going
15 16 17 18	Moderate	Ensure review and completion of revised subject risk assessments	H of E	August 2020

Signed: Robert Connor (Authorising Manager As Appropriate)	Title: Education Health and Safety Manager	Date: 04/09/2020
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DATE OF NEXT ASSESSMENT	Ongoing monitoring and review during COVID-19 recovery period
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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 (in line with updated guidance),
- 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 Education Services Health and Safety Section will continue to update this document and 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 Guidance on reopening early learning and childcare services	Coronavirus (COVID-19): guidance on reopening early learning and childcare services
Scottish Government COVID-19 Guidance on preparing for the start of the new school term in August 2020	Coronavirus (COVID-19): guidance on preparing for the start of the new school term in August 2020
NHS Guidance	NHS Inform website
Employees guidance for notifying employers if self-isolating or if testing positive for COVID-19	https://111.nhs.uk/isolation-note/
Scottish Government COVID-19 Testing Information	https://www.gov.scot/news/expansion-of-covid-19-testing/ Test and Protect (Test, Trace, Isolate and Support)
Corporate Procurement Process for PPE	Corporate Procurement Process for PPE

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

1. a. b. c.	COVID-19: Infection Control Measures, COVID-19: Suspected or confirmed cases
2. a. b. c.	Cleaning and Hygiene: Personal Hygiene, Scheduled Cleaning, Additional Cleaning measures
3. a. b. c.	Signage: General GCC Signage, Local Additional Signage, ES 'STEM the Spread' Key Message Signage
4.	Personal Protective Equipment (PPE): General Info and Ordering PPE, Managing Personal and Medical Care Activities
5.	Managing Personal & Medical Care Activities
6.	First Aid and Medical Attention
7.	Managing School Transport including designated transport, escorting activities, school mini buses and traveling to and from school, Managing Drop off/pick up arrangements
8.	Managing Drop of and Pick Up
9.	Managing Main Entrance and Reception Areas
10.	Managing Visitors and Contractors
11. a. b. c.	Managing Corridors, General Circulation Routes and Common Areas: Corridors, Staff Rooms/Toilets etc.
12.	Classrooms and Teaching Spaces
13.	Managing Lunch and Breaks
14.	Fire Safety
15.	Delivery of Science / Technical
16.	Delivery of PE
17.	Delivery of Home Economics
18.	Delivery of Drama / Music
19.	Physical Education: General, Swimming Pools and Hydrotherapy Pools
20.	Face Coverings
21	Individual Employee Risk – New and Expectant Mothers Risk Assessments

PART 2. RECORD OF RISK ASSESSMENT

Subject Ref N ^o	Hazard Ref. N ^o	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.	COVID-19 General Information regarding infection control and the spread of infection.	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"> • 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 Head of Establishment (H of E) as soon as possible. • 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"> - Tests positive for COVID-19 - Displays symptoms of COVID-19 - Have been advised to self-isolate in line with Government Guidance - Have been advised to self-isolate via the Scottish Governments 'Test and Protect' Track and Trace initiative. <p>All school staff should familiarise themselves with the Test and Protect (Test, Trace, Isolate and Support) 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"> • 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 • 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. • Regular hand washing should be integrated into the schools daily routine for staff and pupils and include beginning and end of school day with regular reminders on the importance of hand hygiene provided to staff and pupils. • Hand sanitiser stations available at school main entrance. All persons entering/leaving must use the sanitiser. • Information for staff, pupils and parents re Cleaning and Hygiene protocols (see section 2) • Information on PPE (see section 4) • All staff and additional service e.g. breakfast/afterschool clubs must be made aware the HT the schools procedures when dealing with a suspected case (see section 1b) 	Moderate	<p>Ongoing monitoring and review</p> <p>HT to ensure ongoing communication with pupils staff and parents/guardians</p> <p>HT to implement and DHT of H&S</p>

1.	b.	Head of Establishment 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 or DHT of H&S and the following steps should be taken:</p> <ul style="list-style-type: none"> • Person should be isolated within a designated area 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. • Emergency COVID-19 Packs: All establishments will receive an Emergency COVID-19 Pack for dealing with a potential suspected case as above consisting of Aprons, Gloves, Face Mask and Face Shield. The appropriate PPE should be applied prior to dealing with a suspected case Further information can be sources from the following link - PPE Provision and Use • 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: GCC Guidance What to do if someone in your establishment becomes symptomatic</i> • Any tissues/PPE/cleaning materials (blue roll) that have come into contact with a suspected case displaying symptoms will be double bagged, labelled and stored separately (designated locked toilet area with signage) for 72hrs until it can be placed in general waste bin. <p>Note The above GCC guidance does not include information for PPP secondary establishments</p>	Moderate	<p>Ongoing monitoring and review</p> <p>HT 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.	Head of Establishment 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 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 section 1b.</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"> • They subsequently become symptomatic • Have been advised to self-isolate in line with Government guidance • Have been advised via the Scottish Governments Test and Protect initiative to self-isolate. Test and Protect (Test, Trace, 	Moderate	<p>Ongoing monitoring and review</p> <p>H T to ensure all staff are aware of procedures implemented when there has been a confirmed COVID-19 case within the school</p>

					<p><u>Isolate and Support</u></p> <p>HT should contact their local health protection team for advice if they have 2 or more case or an increased rate of Background illness. <u>Reopening schools guidance</u></p> <p>ES H & S to provide a guidance document in conjunction with Health Protection Scotland in progress.</p>		<p>HT to action</p> <p>ED H&S to action</p>
2.	a.	<p>Cleaning and Hygiene</p> <p>Personal Hygiene Protocol</p>	<p>COVID-19 infection</p>	<p>Pupils and Staff</p> <p>Contractors</p>	<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"> • Staff and pupils regularly reminded of the importance of good hand hygiene/washing • Ensure the availability of sufficient hand washing sinks and liquid soap in the appropriate areas • Regular hand washing built into the daily routine for staff and pupils to include beginning and end of school day • Education Services STEM the Spread hand washing posters displayed where required • Hand sanitising stations available at main entrances and also located as where appropriate. All persons entering/leaving the building should use the available hand sanitiser. • Any portable hand sanitising bottles/containers should be supervised during the use by pupils, and appropriately stored to prevent misuse. <p><u>Hand Sanitiser</u> Education Services have made provision for all schools to receive a bulk order of hand sanitiser bottles/dispensers for each school. The bottles/dispensers should be located in each operational classroom/office within the establishment in order to ensure good hand hygiene for staff. In line with Scottish Government EY&C guidance it is important to note that – Antibacterial hand gel is not recommended for children when soap and water is available and antibacterial hand gel should not be used by children under 12months.</p> <p>NB. Education Services SMT will provide further information regarding the future reordering of hand sanitiser. <u>Safety Flash - Hand Sanitiser Guidance</u></p>	<p>Moderate</p>	<p>Ongoing monitoring and review</p> <p>HT / DHT's / DHT H&S and Staff to implement arrangements to ensure regular handwashing is undertaken</p> <p>Confirmation from ES SMT reordering process.</p>

2.	b.	Scheduled Cleaning by DRS Catering and Facility Management / Amey 3ED	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 / Amey 3ED confirmed there has been a reviewed cleaning specification issued to Catering & 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: <u>GCC Guidance What to do if someone in your establishment becomes symptomatic</u></p>	Moderate	<p>Ongoing monitoring and review</p> <p>HT continued liaising with DRS Catering and FM / Amey 3ED re cleaning.</p>
2.	c.	Additional Cleaning during school hours	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"> • Designated regularly used surfaces/areas to be wiped/cleaned as and when required between pupil uses • Regularly used hard surfaces, non-porous soft play (vinyl covered) equipment • Physical play equipment (indoor and outdoor), etc. • Consider wiping of desks, toys, equipment at the end of each session • Door handles, handrails in public areas, • Ensure waste bins do not overflow <p>Agreement has been made with PLS Catering and FM and AMEY 3ED 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>HT and DHT H&S to implement</p>

3.	a.	Signage General Information Posters	COVID-19 infection	Pupils and Staff Contractors	All establishments can access the generic GCC COVID-19 related information signage/posters via the following link - Education COVID-19 - Health and Safety The appropriate signage/posters can be downloaded from the site and displayed prominently within identified areas of the establishment e.g. main entrance areas, access routes, circulation route's, stairwell's etc.	Moderate	DHT H&S action
3.	b.	Local School information signs/posters for staff/pupils/visitors e.g. (mix of temporary signs/posters etc.)	COVID-19 infection	Pupils and Staff Contractors	Due to the various designs, layouts capacities etc. there will be a requirement to access appropriate signage in order to assist in managing the specific day to day operational aspect within each individual school during the COVID-19 recovery period. Appropriate signage would be 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. The following are examples of appropriate areas which may require additional instructional signage: <ul style="list-style-type: none"> • Info regarding receptions, • Instruction re circulation routes, • Instruction re one way systems, • Instruction re designated up/down stairwells, restricted areas, • Capacity numbers etc. • Some floor markings where required 	Moderate	Ongoing monitoring and review
3.	c.	Education Services STEM the Spread, The 4 Key Messages Signage/Posters	COVID-19 infection	Pupils and Staff Contractors	Education Services STEM Team have provided a series of COVID-19 Safety Signs/Posters as part of the ' STEM the Spread ' initiative which includes individual posters on the 4 Key messages including: <ul style="list-style-type: none"> • Regular Hand Washing • Physical Distancing • Sneezing: Catch it, Kill it Bin It, • Hygiene: Don't Touch Face, Mouth, Nose, The Signs/Posters can be accessed by all GCC Educational Establishments via : 'STEM the Spread' Initiative Posters	Moderate	Ongoing monitoring and review

4.		Personal Protective Equipment (PPE)	COVID-19 infection	Pupils and Staff	<p>The most recent Government guidance COVID-19: Guidance on preparing for the start of the new school term August 2020 states, specifically regarding the provision and use of PPE (Section 74 to 83) that <i>“for the majority of staff in schools PPE will not normally be required or necessary”</i>.</p> <p>The current Government and Health Protection Scotland (HPS) guidance also provides general information and advice for staff with regard to the use of PPE for general core activities within educational establishments.</p> <p>In addition the guidance further states that <i>“Following any risk assessment, where the need for PPE has been identified it should be readily available and provided and staff should be trained in its use” and the “use of PPE by staff within schools should be based on a clear assessment of risk”</i></p> <p>Therefore it is important for staff to carefully consider specific areas of the Government guidance and the information contained within each section, when reviewing existing risk assessments with regard to determining any requirement for additional PPE.</p> <p>ES have provided the following guidance documents to assist staff in the review of risk assessment and determine were additional PPE may be required. It is practically important when considering additional PPE for specific core activities and to clarify the rationale in relation to identifying any additional PPE for specific job roles and activities.</p> <p>Please refer to the ES PPE Provision and Use of PPE document - PPE Provision and Use</p> <p>Further information regarding the application and removal of PPE can be sources from the following link - Best Practice - Putting on and removing PPE</p>	Moderate	<p>Ongoing monitoring and review</p> <p>HT / DHT H&S to inform staff and implement</p>
5.		Managing Personal & Medical Care Activities	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 additional PPE see section 4.</p>	Moderate	<p>Ongoing monitoring and review</p>

6.		First Aid Procedures	COVID-19 infection	Pupils and Staff	<p>CPR: The following link provided by GCC Council Health and Safety and available on the Connect site provides detailed information with regard to the current advice on the administering of CPR <u>Updated Advice for First Aiders</u></p> <p>General First Aid: 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>Potential Serious Incidents: 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 covering/mask should also be provided and used.</p> <p>Emergency COVID-19 situations: Where there is a suspected COVID-19 case and the suspected case requires first aid attention. Then the risk assessment would identify a requirement for the first aider to wear apron, gloves, fluid resistant mask and face shield before providing first aid assistance.</p> <p>All educational establishments have been provided with an initial emergency COVID-19 pack containing apron, gloves, fluid resistant mask and disposable face shields. The emergency kit should be located in or easily accessible when using the room identified for isolating a suspected case.</p> <p>Any tissues/PPE/cleaning materials (blue roll) that have come into contact with a suspected case should be double bagged, labelled and stored separately (designated locked toilet area with signage) for 72hrs until it can be placed in general waste bin.</p>	Moderate	<p>Ongoing monitoring and review</p> <p>HT and DHT H&S to action and liaise with appropriate staff regarding actions to be taken when providing first aid</p>
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7.		Managing School Transport including:	COVID-19 infection	Pupils and Staff	<p>All information regarding the management of Education Services school transport including the following areas;</p> <ul style="list-style-type: none"> • designated transport - taxis • escorting activities/responsibilities, • school mini buses – not in use for now • traveling to and from school • Face covering information/requirements on transport <p>can be sourced from guidance document ‘Dedicated School Transport’ accessed via the following link COVID-19 Recovery - Health and Safety</p>	Moderate	<p>HT to action</p> <p>Ongoing monitor and review</p>
8.		Managing Drop off/Pick up arrangements	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"> • Staggered start and finish times • Only authorised persons should access the school grounds/building • Use of additional gates and entrances to assist physical distancing, reduce pinch points and overcrowding, • Pupils limited to one parent/guardian escorting where necessary (Parents/guardians should not access the school premise) • Appropriate signage displayed (as per section 3) • Car parking arrangements for staff should be considered with regard to minimising persons present and implementing appropriate physical distancing. 	Moderate	<p>Ongoing monitor and review</p> <p>HT to ensure liaison with Amey 3ED regarding opening / closing additional doors, gates etc.</p>

9.		Managing main entrance and reception areas	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"> • All persons entering the school building must use the hand sanitiser immediately upon entry (prior to signing in) • Reception screens in place (where required) • Reception area altered to comply with physical distancing and deliveries (e.g. mail parcel drop area) • Posters displayed and temporary floor markings in place (as per section3) • All persons accessing the school should be authorised and/or by prior arranged appointment 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 <u>Visitor Sign In and COVID-19 Screening Form</u> • 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. 	Moderate	<p>Ongoing monitoring and review.</p> <p>HT / DHT H&S 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>
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11.	a.	Managing corridors and general circulation routes	COVID-19 infection	Pupils and Staff Contractors	<p>Due to the various construction and layout of buildings movement around each school will vary e.g. there may be a requirement to implement a one way system, specific arrangements on stairwells to ensure physical distancing is maintained with signage displayed</p> <ul style="list-style-type: none"> • Pupils should remain within their own group and not mix with other groups/cohorts. • Consideration should be given to wedging open non fire doors and non security doors open to minimise the spread of infection and increase natural ventilation • Movement within the school kept to a minimum <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 to inform staff and implement</p>
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11.	b.	Staff rooms, offices and toilets	COVID-19 infection		<p><u>Staff Rooms</u></p> <ul style="list-style-type: none"> • Staff breaks can be staggered to reduce the number within the staff room and toilets at any one time. • Regular hand washing when entering Staff Room prior to using equipment, preparing food. • All areas and surfaces should be kept as clear and clean as possible, • Anti-bacterial sprays available to clean surfaces, handles etc. as required. • Staff should ensure they use their own eating and drinking utensils • Dishes should not be shared and to be washed, dried and put away following use • No sharing of foods • Only essential items to be stored in fridge and where possible food being stored to be in clean Tupperware containers • Physical distancing maintained • Managing of seating areas to comply with physical distancing • No personal/school bag to be places on desk/worktop <p><u>Offices</u></p> <ul style="list-style-type: none"> • Maximum capacity should be identified for office spaces and HT should ensure staff comply with the capacity and physical distancing requirement • Desks to be cleaned at the start of each day • Cleaning materials available for staff to clean surfaces after use, e.g. photocopier • Hand sanitiser available • Signage displayed as required, e.g. physical distancing • Clear desk policy • No personal/school bag to be places on desk/worktop <p><u>Meeting Rooms</u></p> <ul style="list-style-type: none"> • Maximum capacity should be identified for meeting spaces and HT should ensure staff comply with the capacity and physical distancing requirement • Cleaning materials available for staff to clean surfaces after each use • Signage displayed as required • Hand sanitiser available • Visitor meetings to be assessed on an individual basis • No personal/school bag to be places on desk/worktop 	Moderate	<p>Ongoing monitoring and review</p> <p>HT / DHT H&S to inform staff and implement</p>
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				<p><u>Ventilation</u> Good ventilation should be encouraged in all areas were possible.</p> <p>In order to increase ventilation and the supply of fresh air windows and doors (except fire/security doors) can be opened.</p> <p>Fans can be used as the risk of transmission is extremely low.</p> <p>However fans should be used in conjunction with natural ventilation to assist in circulating stagnant air and improve circulation</p> <p>It is important to note that when opening windows to increase ventilation that window restrictors should remain in place and not disengaged.</p>		All Staff
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11.	c.	Pupil Toilets/Drinking Coolers	COVID-19 infection	Pupils and Staff Contractors	<p><u>Pupil Toilets</u></p> <ul style="list-style-type: none"> • Toilet breaks to be encouraged during break times • Appropriate signage displayed (as per section 3) <p><u>Drinking Water</u></p> <p>With regard to the potential risk of infection spread it is important to ensure that refilling water bottles directly from water coolers should be prohibited.</p> <p>Where water cooler are being considered for use by staff/pupils it is important to ensure that the potential for direct contact with the bottle opening and the water dispenser is prohibited.</p> <p>Schools should only consider the use of water coolers where health and safety management measures can be implemented and the use of water coolers can be strictly controlled. The following information provided some practical risk mitigation measures;</p> <ul style="list-style-type: none"> • Schools should minimise the number of waters cooler in use in order to assist the management and use and clearly identified water cooler that are being removed from use • Where possible a designated member of staff should be identified to manage the use of the water cooler for pupils e.g. filling jugs, disposable cups etc. to minimise potential cross contamination • Water coolers in use should be subject to an appropriate cleaning regime by a designated member of staff e.g. wipe buttons, clean nozzle etc. • Where it is not possible to use the water coolers in conjunction the above controls the water coolers should be removed from use and alternative solution should be sought. • In addition staff can advise pupils to bring additional drinking water from home to school. <p>It is important to note that above controls may be more manageable and easier to implement within the pre 12 and ASL sectors. However, the management of water coolers may be more difficult to achieve within the secondary estate and where schools find this difficult to management they should be removed for use and an alternative sought.</p> <p>NB This guidance could be subject to change as ES Health and Safety will continue to monitor the guidance on the use of water coolers.</p>	Moderate	Ongoing monitoring and review H&S
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12.		Managing classrooms and teaching spaces	COVID-19 infection	Pupils and Staff	<ul style="list-style-type: none"> • Classroom will be arranged in order to comply with physical distancing guidance of teacher and pupil and pupils where possible with each other • Consideration will be given to utilising non- teaching spaces e.g. dining hall/GP room • Limited movement of resources between school and home, where there is a requirement i.e. iPads appropriate cleaning arrangements must be in place • All soft furnishings and difficult to clean resources removed from use • Continual reminder regarding personal hygiene (as per section 2a) • Ensure adequate ventilation in classrooms by opening of windows • Increased use of outdoor space for teaching and learning • No personal/school bag to be places on desk/worktop <p><u>Library Books/shared resources</u> Children, young people and staff can take book and resources home although unnecessary sharing including textbooks should be avoided.</p> <p>Were a resources is shared cleaning between uses should be in accordance with the HPS - guidance for non-healthcare settings.</p> <p>Library book returning to the school library should be quarantined for 72 hours upon return to the school library.</p> <ul style="list-style-type: none"> • School libraries should develop quarantine procedure for returned books and resources e.g. book drops/book trolleys etc. <p><u>Assemblies and Large Gathering</u> Where it is necessary to bring groups together, alternative mitigating actions should be put in place, such as limiting the time spent together. Guidance about the maximum size of gatherings allowed in wider society in Scotland e.g. places of worship may provide a suitable benchmark for the advisable maximum size of a single group activity within a school at the time of reopening.</p>	Moderate	<p>Ongoing monitoring and review</p> <p>HT / DHT H&S to inform staff and implement</p>
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13.		Managing lunch and breaks	COVID-19 infection	Pupils and Staff	<p>Arrangements will vary between establishments and consideration should be given to:</p> <ul style="list-style-type: none"> • Staggered break times • Consider using various access routes to prevent pinch points • Pupils should remain within their own group and not mix with other groups/cohorts • No sharing of foods • Ensuring physical distancing is maintained • Open windows for ventilation • Consider having lunches delivered to classroom 	Moderate	<p>Ongoing monitoring and review</p> <p>HT to inform staff and implement</p>
14.		Fire Safety	COVID-19 infection	<p>Pupils and Staff</p> <p>Contractors</p> <p>Visitors</p>	<p>Fire Safety is paramount however arrangements will vary between establishments and the following must be taken into consideration:-</p> <ul style="list-style-type: none"> • Increase the number of muster points to ensure compliance with physical distancing • Review and revise fire evacuation procedures • Ensure fire drills are undertaken as normal (1 per term) <p>UPDATE: Fire Doors Advice received 10th 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.</p>	Moderate	<p>Ongoing monitoring and review</p> <p>Review of fire procedures / fire risk assessment and fire safety management system to be completed</p>
15		Delivery of Science / Technical /	COVID-19 infection	<p>Pupils and Staff</p> <p>Contractors</p>	<p>The following link provided by SERCC should be accessed to allow for the completion of risk assessments / lesson plans for science and technical</p> <p>This link provides information relating to –</p> <ul style="list-style-type: none"> • Classrooms / workshops layout to ensure social distancing • Completion of required safety checks • Provision of PPE • Managing practical activities • Hygiene • Completion of additional cleaning <p>https://www.sserc.org.uk/health-safety/covid-19-back-to-school/</p>		<p>Ongoing monitoring and review</p> <p>HT, DHT H&S and PTC's to ensure review and completion of revised subject risk assessments</p>

16		Delivery of PE	COVID-19 infection	Pupils and Staff Contractors	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&S and will consider restrictions regarding COVID-19 are adhered to at all times. The outcomes of the working group will include – <ul style="list-style-type: none"> • The completion of updated PE risk assessments • Updates within the PE Code of Practice 	Moderate	Ongoing monitoring and review
17		Delivery of Home Economics	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"> • Classroom arranged in order to comply with physical distancing guidance • Hand washing/hand hygiene • No sharing of utensils • Completion of scheduled cleaning • Completion of additional cleaning 	Moderate	Ongoing monitoring and review HT , DHT h&S, PTC's, to ensure review and completion of revised subject risk assessments
18		Delivery of Drama / Music	COVID-19 infection	Pupils and Staff Contractors	Music Instrumental music lessons are now taking place in line with Scottish Government guidance with the appropriate controls in place. Specific information and guidance to assist the safe delivery of Music Lessons can be sourced from the following link ES Health and Safety link: COVID-19 Recovery - Health and Safety In addition Pamela Black Education Support Officer Instrumental Music can also be contacted for further information and guidance.	Moderate	Ongoing monitoring and review HT/ DHT H&S and PTC's to ensure review and completion of revised subject risk assessments
19	a	Physical Education – General	COVID-19 infection	Pupils and Staff	In line with the current Scottish Government guidance regarding physical education in schools all PE activities are required to take place outdoor, and as a result the use of changing rooms/facilities should be prohibited and taken out of use until further notice.	Moderate	Ongoing monitoring and review
19	b	Swimming Pools and Hydrotherapy Pools	COVID-19 infection	Pupils and Staff	Prohibited Use In line with the current Scottish Government guidance all school swimming and hydrotherapy pools are not be used for any activities. Pools must only reopen when updated guidance and approval from Education Services Health and Safety has been provided.	Moderate	Ongoing monitoring and review

20.		Face Coverings (requirement to wear)	COVID-19 infection	Pupils and Staff	<p>The Scottish Government's <i>Advisory Sub-Group on Education and Childrens Issues</i> has provided updated guidance on the requirement to wear 'Face Coverings' in schools.</p> <p>It is important to note that face covering should not be confused with PPE. A full definition on face covering can be found in the following link: Face Coverings Definition</p> <p>The relevant 'Face Covering' guidance for schools can be sourced from the <i>Coronavirus (COVID-19) Guidance on Preparing for the start of the new school term in August 2020</i> (updated 25th Aug 2020) at the following link: Coronavirus (COVID-19): guidance on preparing for the start of the new school term in August 2020</p> <p>The document provides guidance on the benefits of wearing 'Face Coverings' in schools and provide more specific detailed information within Paragraphs 79 to 92 in relation to managing the wearing of 'Face coverings' within school environments.</p> <p>Some of the 'key' areas for consideration within the guidance includes the following:</p> <ul style="list-style-type: none"> • Anyone (child, young person or adult) wishing to wear a Face Covering should be permitted to do so, see Paragraph 83. • Exemptions from wearing a Face Covering, see paragraph 84. • Face Coverings should not generally be worn in classrooms, see paragraph 85. • The circumstances where Face Coverings should be worn e.g. corridors, communal areas, transport etc., see paragraph 86. • Using a Face Covering e.g. putting on, removing, disposal etc. see paragraph 89. • Equity concerns regarding the use of Face Coverings in schools. It is also reasonable to assume that most staff and young people will have access to re-usable Face Coverings due to general increased use in wider society. However, in circumstances where a person forgets to bring or has a soiled Face Covering etc. schools should ensure a contingency supply to meet such needs, see paragraph 90. • No-one should be excluded from education on the grounds that they are not wearing a Face Covering, see paragraph 91. 		
21	a	Individual Employee Risk Assessments	COVID-19 infection	Staff	<p>In line with the current Scottish Government guidance regarding individual risk assessments for staff in the workplace, Education Services HR have provided guidance to assist in identifying staff who may require an individual risk assessment. The supporting employees return to work – HR briefing guidance and information can be accessed via the link: COVID-19 RRR - Staff Briefing</p>	Moderate	<p>Ongoing monitoring and review</p> <p>DHt 's to action</p>

21	b	New and Expectant Mothers Risk Assessment	COVID-19 infection	Staff	There is a legal requirement to complete a New and Expecting Mother Risk Assessment, this should continue to be completed in line with the New and Expectant Mothers Management Standard. Within the NEM risk assessment DHT link of departments should liaise with the member of staff to ensure consideration is given to any potential COVID-19 associated risks, in line with the Education Services Health and Safety Generic COVID-19 risk assessment	Moderate	Ongoing monitoring and review DHT's to action
Signed: Signed: Signed:			Title: Title: Title:			Date: Date: Date:	

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	TRIVIAL RISK	TOLERABLE RISK	MODERATE RISK
Unlikely	TOLERABLE RISK	MODERATE RISK	SUBSTANTIAL RISK
Likely	MODERATE RISK	SUBSTANTIAL RISK	INTOLERABLE RISK

Risk Level	Action and Timescale
TRIVIAL	No action is required and no documentary records need to be kept.
TOLERABLE	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.
MODERATE	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.
SUBSTANTIAL	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.
INTOLERABLE RISK	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.

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