

**THE HIGHLAND COUNCIL  
RISK ASSESSMENT SHEET**

REF: \_\_\_\_\_  
SHEET No: \_\_\_\_\_

<b>Service: Education and Learning</b>	<b>DESCRIPTION OF WORK ACTIVITY OR AREA OF THE WORKPLACE ASSESSED: PHASE THREE</b>				<b>Name of Assessor:</b> <b>Louise Taylor</b>
<b>Area: West</b>	<b>Head Teacher, Clerical, EYP, CT, Non-Contact Cover, Cleaner, FM Pupils (7 Primary and 2 Nursery)</b>				<b>Date completed:</b> <b>6/11/20</b>
<b>Location:</b>	<b>Eigg Primary School</b>				<b>Date of Review:</b> <b>1/12/20</b>
<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>		<b>STEP 4</b>	<b>STEP 5</b>
List potential Hazards here:	List groups of people at risk from hazards. Including those most vulnerable:	List existing control measures or note where information may be found:		Calculate the residual risk - taking account of existing control measures <b>Severity x Likelihood = Risk Rating</b> (1 TO 3)      (1 TO 3)	List further risk reduction control measures (include implementation date if known)
<b>1a. Coronavirus(COVID-19) – schools risk of infection</b>	Staff, pupils, visitors, contractors	In line with procedures and guidance, only allow staff/pupils in good health to be in schools - Where staff/pupils have a high temperature, new continuous cough or loss or change to their sense of smell or taste, they should remain at home and follow infection control guidelines in line with Government guidance.  Staff, pupils and any visitors must clean their hands either before or on entering the classroom. They must also wash hands on leaving the classroom. This must be done every time the classroom is entered or left. Build handwashing into daily routine.		<b>3</b> <b>1</b> <b>3</b>	If allergies to hand gel consider the provision of bottles of (tap) water, soap and paper towels with them to remove the need for hand gels

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		<p>Where tissues are used, bin immediately, then wash hands. Staff/pupils should cough into the crook of the elbow or tissue.</p> <p>Practice good hygiene practices regular hand washing by all staff, pupils and visitors.</p> <p>Preferred options for cleaning hands from HSE guidance on this:</p> <ol style="list-style-type: none"> <li>1. soap and hot water</li> <li>2. soap and cold water</li> <li>3. 60% alcohol hand sanitisers.</li> </ol> <p>Wash hands for at least 20 seconds when:</p> <ul style="list-style-type: none"> <li>Before leaving home</li> <li>On arriving at work or other premises</li> <li>After using the toilet</li> <li>After breaks</li> <li>After sporting activities</li> <li>Before food preparation</li> <li>Before eating any food, including snacks</li> <li>Before leaving work/school</li> <li>On arrival at home</li> </ul> <p>Avoid touching eyes, nose and mouth with unwashed hands.</p> <p>Minimise physical contact with others – e.g. no hand shaking. Social distancing to be adhered to as far as is possible.</p> <p>Minimise contact with surfaces if possible, e.g. tables, furniture. Spray bottles containing</p>				
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		<p>disinfectant or cleaner/sanitiser will be provided for each room along with disposable blue roll and will be replenished by FM/Cleaning as required.</p> <p>Provide additional supplies of resources including tissues, soap and hand sanitizer. Also, provide these in toilets. Toilet lid, where provided should be closed before flushing. After washing hands, avoid direct contact with taps when turning off e.g. use paper towel.</p> <p>Where possible, keep windows open.</p> <p>Do not share items that come into contact with your mouth such as cups &amp; bottles          Do not share items such as cups, dishes, pencils &amp; towels          Staff hair tied back where appropriate and clothes changed daily.          Staff should bring their own food items and bottled water.          Handwashing posters displayed in classrooms.          Staff to stay 2m apart at breaks/meal times and at all other times whenever possible.</p> <p>Any concerns with standards of cleanliness should be first reported to the head teacher who will direct their concerns to the main contact for Cleaning &amp; FM Service, and if not resolved satisfactorily escalated to the Area Education and Learning Manager.</p>				
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		<p>No visitors allowed in the building unless pre-arranged and social distancing enforced.</p> <p>No contractors in the building unless pre-arranged and social distancing enforced.</p> <p>The response to the coronavirus COVID-19 outbreak is complex and fast moving. Relevant websites will be checked daily and advice will be adapted accordingly. Note the following links:</p> <p><a href="#"><u>Health Protection Scotland</u></a> and <a href="https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-n-on-healthcare-settings.pdf"><u>https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-n-on-healthcare-settings.pdf</u></a> which includes guidance on Educational settings (section 2.3).</p>				
<p><b>1b.</b> Coronavirus(COVID-19) – schools risk of infection</p>	<p>Staff and Pupils</p>	<p>All the children will be in the same ‘bubble’. Appropriate children will travel on school transport. Any child travelling on school transport will be asked to wear a face covering.</p> <p>Soft furnishings removed from classrooms/nursery. Can be used for individual children but only if they can be washed at least weekly.</p> <p>All shared resources removed (or put into cupboards) from the classroom/nursery or placed in bags/trays for the use of a child. Unnecessary sharing of equipment will be avoided.</p>	<p align="center"><b>3</b></p>	<p align="center"><b>1</b></p>	<p align="center"><b>3</b></p>	

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		<p>Clean any equipment in soapy water or with disinfection wipes after use if it is going to be used by another child.</p> <p>Hard to clean toys (e.g. sand, water, play dough) will only be used by the same group of children, and where possible each child will have their own set.</p> <p>Anything that cannot be wiped will be quarantined for 72 hours.</p> <p>There will be hand sanitizer at the main door, classroom door and office entrance, although children/staff will be encouraged to wash hands whenever possible.</p> <p>All children will be bringing individual lunches.</p> <p>Only necessary resources will be taken from school to home. These will be quarantined for 72 hours on return.</p> <p>Hair to be tied back where appropriate.</p> <p>Toilets –        Only one child to be allowed into the toilet blocks at once. Reinforce good hygiene – washing hands/drying hands.</p> <p>Primary:</p>				
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		<p>Children will have their individual equipment (pencils, rulers, rubbers, pens etc.) in bags or in a tray at their desk.</p> <p>Desk will be cleaned regularly through the day and at the end of the day see QuestPlusStaffProcedures Document.</p> <p>Access to the cloakroom is restricted to 2 children at once only. Pegs used to be spread out.</p> <p>Parents/transport are to drop children off at the gate. Children are to wait outside until the school until a member of staff collects them. P1s will be taken to parents at the end of the day by members of staff.</p> <p>Nursery:        Nursery children will be collected at the gate by members of staff.</p> <p>They will be spending most of their time outside and using the outdoor classroom.</p> <p>They will use the pegs in the outdoor classroom for their belongings.</p> <p>Good hygiene rules followed for tooth brushing - brushes to be kept separate (not in bus).</p> <p>If children bring in 'show and tell' they must return it to their bag after they have shown it. It should not be passed around.</p>				
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<p>1c. Visitors to the school</p>		<p><u>Toddlers Group</u>          Only siblings of nursery children.          All other guidance must be followed.</p> <p><u>Additional</u>          additional cleaning by cleaners between break and lunch.</p> <p>Learning Centre to remain closed so that it can be used as an additional space to isolate children/staff showing symptoms.</p> <p>There will be no unnecessary visitors to the school. Anyone visiting the school (contractors etc) will be asked to wash/sanitise their hands before coming into the building.</p> <p>They will be asked to wear face coverings when on site.</p> <p>If they have to enter the classrooms or other spaces where there are children, whenever possible the children will be removed from the space.</p> <p><b>Face Coverings – ALL ADULTS</b> must wear face coverings when in communal spaces and unable to maintain a 2m distance from other adults. This includes outside.</p> <p><b>ALL ADULTS IN CONTACT WITH PRIMARY CHILDREN</b> must wear face coverings</p>				
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		<p>if unable to maintain a 2m distance from the children. There is no time exception anymore.</p> <p><b>P.E.</b> – Indoor P.E can take place. When using community hall take hand sanitiser and ensure that the children wash or sanitiser their hands on entry and exit.</p> <p>Take water bottles with them.</p> <p><b>Drama</b> – small number involved, costumes are not shared and there is a normal volume of speaking.</p> <p><b>Singing</b> – NO organised singing.</p> <p><b>Visitors/Parents</b> – Any visitors/parents who come into the school grounds/building will wear a face covering</p> <p><b>Staff Movement Between Schools</b> – any staff movement between schools will be limited to that which is necessary for the HWB of the children.</p>				
<p>2. Provision of assistance to person developing symptoms Covid-19 (Coronavirus) and/or when dealing with spillages or cleaning up body fluids, blood, vomit, etc.</p>	<p>Staff</p>	<p>Anyone developing any of the Covid-19 symptoms above, should return home and self-isolate for 7 days. Other family members at home should self-isolate for 14 days in line with government guidance.</p> <p>Health Protection Scotland guidance always followed <a href="http://www.healthprotection.scot.nhs.uk">Health Protection Scotland</a>. (<a href="mailto:hpt.highland@nhs.net">hpt.highland@nhs.net</a>)</p>	<p align="center"><b>3</b></p>	<p align="center"><b>1</b></p>	<p align="center"><b>3</b></p>	

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		<p>If a staff member was dropped off by a spouse/partner and that staff member subsequently develops symptoms of Covid-19 whilst at school, they must be removed from the setting and isolated until they can be picked up.          A suitable room/area in the school identified to ensure person can be isolated.</p> <p>If a pupil subsequently develops symptoms of Covid-19 whilst at school, they must be removed from the setting and isolated until they can be picked up. All emergency contact information is up to date.</p> <p>A suitable room/area in the school identified to ensure person can be isolated – learning center.</p> <p>Where assistance is needed with an unconfirmed case of Covid-19 (e.g. someone is isolated and awaiting pick up), use of Personal Protective Equipment (PPE) may be appropriate where social distancing cannot be maintained. Disposable gloves (nitrile) and disposable plastic apron are recommended. Fluid Resistant Surgical Mask (Type IIR) where social distancing cannot be maintained. Disposable eye protection (such as face visor or goggles) should be worn if there is a risk of splashing into the eyes.</p> <p>Arrange for deep clean to be carried out subsequently of person’s work area and door knobs,</p>				
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		<p>handles and other items with which they may have come in contact.</p> <p>Emergency contact list for staff should be accessible and up to date.</p> <p>Get advice from Highland Health Protection Team on 01463 704886 if required.</p>				
3. Waste	Staff, visitors, contractors	<p>Consumable waste items that have been in contact with a person with symptoms, including used tissues, should be put in a plastic rubbish bag, double bagged and tied.</p> <p>Double bag placed in a secure location. If person tests negative for Covid-19, bag can be put in normal waste. If person tests positive, then bag should be kept secure for at least 72 hours and this can then be put in normal waste.</p>	<b>3</b>	<b>1</b>	<b>3</b>	
4. Fire	Staff, visitors, contractors	<p>Emergency evacuation procedures up to date.</p> <p>Ensure all are familiar with the sound of the fire alarm, procedures and evacuation routes.</p> <p>Register for staff and children.</p> <p>Sign in for visitors and contractors.</p> <p>Fire drills held.</p> <p>Weekly alarm testing, ensuring fire doors/exits are operating correctly.</p> <p>Keep corridors and fire exits clear.</p> <p>Staff familiar with telephony.</p>	<b>3</b>	<b>1</b>	<b>3</b>	<p>Emergency evacuation procedures should be updated to reflect the current situation e.g. restricted parts of building?</p>
5. First Aid (in the event of an accident)	First Aiders / Emergency FAs,	<p>Provide contact numbers for first aiders.</p> <p>All staff familiar with First Aid box locations.</p> <p>First Aid boxes kept up to date.</p>	<b>3</b>	<b>1</b>	<b>3</b>	

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	staff, visitors, contractors	Staff familiar with telephony. Note following links to guidance for first aiders: <a href="https://www.greencrosstraining.com/blog1/COVID-19-First-Aider-Advice">https://www.greencrosstraining.com/blog1/COVID-19-First-Aider-Advice</a> and HSE guidance <a href="https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm</a>				
6. Slips/trips at the same level	Staff, visitors, contractors	Spillages should be mopped up immediately. Floor and stair areas should be kept clear of obstructions.	<b>2</b>	<b>1</b>	<b>2</b>	
7. Working at height	Staff	Council/NHS staff should avoid working at height where possible. Only ladders, steps or stepladders for use at work should be used (EN 131)	<b>3</b>	<b>1</b>	<b>3</b>	
8. Dangerous machinery (e.g. in technology workshops)	Unauthorised persons	No unauthorised access to any of the practical subject classrooms and stores. No access to technician's base. Restrict access to all technology workshops, science classrooms and stores, art departments (e.g. kiln room, pugmills), Home economics. Keep all such classrooms locked. Restrict access to the kitchen.	<b>3</b>	<b>1</b>	<b>3</b>	
9. Contact with chemicals	Unauthorised persons.	No unauthorised access to any of the practical subject classrooms and stores. No unauthorised access to science technician's preparation area and chemical store. Restrict unauthorised access to all technology workshops, science classrooms and stores, art	<b>3</b>	<b>1</b>	<b>3</b>	

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		departments (e.g. kiln room, pugmills), Home Economics. Keep all such classrooms locked when not in use. Keep cleaning cupboards locked. Restrict access to kitchen.				
<b>10. Moving and handling</b>	Staff	Staff should avoid moving furniture items meantime. Once desk positions and room layouts have been established, suitable arrangements will need to be made with suitably trained staff in view of the extent of the moving and handling required.	<b>2</b>	<b>1</b>	<b>2</b>	
<b>11. Violence and aggression towards staff</b>	Staff	Security system to school. School lockdown procedures. Sign in and out system. This should not involve sharing a sign in book or sharing pens or pencils.	<b>2</b>	<b>1</b>	<b>2</b>	
<b>12. Traffic management (being struck by a moving vehicle)</b>	Staff, visitors, contractors	Traffic management in place? One-way systems with pedestrian crossing points? Segregated pedestrian and vehicular access? Restricted access around building to contractors? Restrict car parking to official car parks. There may be a tendency for indiscriminate parking because pupils are not in.	<b>3</b>	<b>1</b>	<b>3</b>	

Assessor Signature		Grade / Location		Date	
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