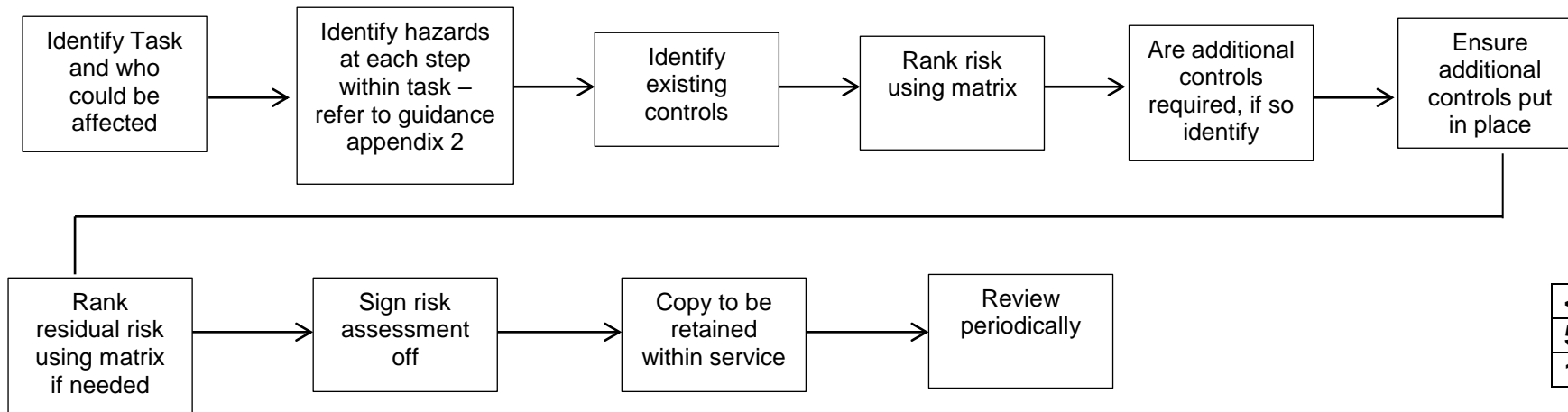


Argyll & Bute Council Risk Assessment Form

- Form to be completed only by competent, trained assessors.
- Use in conjunction with Guidance on Risk Assessment and flow process chart – calculate risk rating from matrix, Likelihood x Severity = Risk Rating.
- Insert photographs where appropriate or available.
- Once completed pass form to line management for implementation of any new control measures identified.
- Copy to be retained within service.
- If you require additional guidance refer to the Health and Safety SharePoint via The Hub (https://fios.argyll-bute.gov.uk/sites/heathandsafety/_layouts/15/start.aspx#/SitePages/RISK.aspx) or email healthandsafety@argyll-bute.gov.uk

		LIKELIHOOD					
		1	2	3	4	5	
		Rare	Unlikely	Possible	Likely	Almost Certain	
S E V E R I T Y	1	Insignificant	1L	2L	3L	4L	5M
	2	Minor	2L	4L	6M	8M	10M
	3	Moderate	3L	6M	9M	12M	15H
	4	Major	4L	8M	12M	16H	20H
	5	Catastrophic	5M	10M	15H	20H	25H

Hierarchy of Controls	
a. Elimination	d. Otherwise controlled (e.g. safe systems of work, signage, warnings, procedures, training, supervision, etc.)
b. Substitution with a safer alternative (e.g. mains tools substituted with battery operated)	e. Reduced effectively by using Personal Protective Equipment
c. Made safer through using engineering controls (e.g. guarding)	



< 5	Low
5 < 15	Med
15 < 25	High

Argyll & Bute Council Risk Assessment Form

Work Task: (activity or process)	Argyll and Bute Schools returning after lockdown Staying in schools as before: Key worker children, vulnerable children Phased return: 11 th August, staff only 12 th August, S1 return (S2-6 do not) 13 th August, S1-3 attend (S4-6 do not) 14 th August, S4-6 attend (S1-3 do not) All pupils attend from 17 th August.								Assessment Undertaken By:			R. Williamson				
Designation:	Head Teacher		Assessment Date:		June 2020		Review Date:	October 2020		Service:	Education Services					
Signature:						Department/School		Generic for school estate								
Who may be affected?	Staff	*	Contractors	*	Visitors	*	Public	*	Pupils	*	Others		Volunteers		Ref No:	Edu /COV 001
Hazards	Controls (List existing controls in place – link to policy etc)							Risk Rating Use Matrix			Additional Controls Required? (List)			Residual Risk Rating		
								L	S	R				L	S	R
CINICAL RISK TO INDIVIDUALS FROM COVID-19 Staff, wider contacts, school partners Spread of COVID 19	Identify staff who can't return to school at this point and how they can work from home (for example, supporting remote education, administrative tasks). It is important to consider phasing the re-opening of the schools to allow plans and procedures to be assessed, staff to be trained and levels of supplies actually needed to be fully ascertained. It is important to consider that plans are about 'working towards' the							3	5	15	AFA to collate response from staff indicating if they can return to school in June and then in August, as per most recent Scottish Government guidelines. BAME members and those who live with BAME relatives require individual risk assessment (see A and B Guidance). Meetings to take place as soon as possible with link SLT.	2	3	6		
								4	4	16		Phased return: As above. All pupils back on 17 th August.	3	3	9	

re-integration of pupils. Allowing time to review plans and carrying out regular review means that schools can judge how pupils can safely return to school. Consider starting with a manageable / sustainable plan and building from there rather than removing provision.				Staff time to be given at inset to discuss support required for staff. Discussions with Professional Associations to follow staff meeting. Departmental agendas to include pupil welfare discussion.			
Identify staff and pupils who have previously been classed as 'clinically extremely vulnerable'/ previously shielding and ensure individual risk assessments are in place, if necessary	3	5	15	AFA to collate response from staff indicating if they can return to school in June and then in August. Letter out to parents asking that they inform the school if they have a child in any of these categories supported by doctor and/or someone in the household with these categories A risk assessment to be carried out to support extremely clinically vulnerable staff to return to school (where possible) from August	3	3	9
Identify (and record that this has been carried out for every individual) all staff and students who are either, clinically extremely vulnerable or have household members who were previously shielding, with the Head teacher <ul style="list-style-type: none"> Those who are 'clinically extremely vulnerable'/ previously shielding should attend. Those who live within someone 'clinically extremely vulnerable'/ previously shielding should attend and ensure they; o Maintain strict physical distancing o Maintain good hygiene throughout the day Identify those staff or pupils who are, or who live with someone who is, symptomatic or a confirmed case of COVID-19. They cannot return to school until self-isolation is over, or a negative test is received. Self-isolation guidance	4	4	16	AFA to collate response from staff indicating if they can return to school in August. Parents informed of importance of following government guidelines. This will be regularly repeated.	2	4	8
Individual risk assessments to be kept under review according to government guidelines at the time.	3	3	9	Staff made aware that they have access to individual risk assessments when and where necessary	2	3	6
Ensure that all clinically vulnerable staff are enabled to work from home, or where that is not possible, to carry out the lowest-risk roles on site, with social distancing of at least 2m. Clinically vulnerable staff electing to waive this right must have discussed it with their doctor and head teacher.	3	3	9	Staff are spoken to by their line managers prior to returning to work. If they cannot return then they should continue to work from home.	2	3	6
Ensure up to date risk assessments for children on EHC plans, carried out with educational providers and parents/carers, to ensure child is at no more risk in the school setting than at home. (for August Return)	2	3	6	Support staff complete in August	2	2	4

	Set up clear, repeated messaging to parents/carers that pupils must not attend if they, or a member of their household, has COVID-like symptoms or a positive test.	2	3	6	Regular communication from RW to parents includes this message.	2	2	4
aff Wellbeing	Consult with and involve staff in the setting up of individual school plans and systems as far as possible and discuss / share this risk assessment.	3	4	12	SLT discussed with all reps. Full discussion at PT level. Risk Assessment to be shared.	2	3	6
	Building in familiarisation time, training time and practice time for staff before opening the school to pupils.	3	4	12	RW has made school available from 15 th June. 11 th August will be inset. Phased approach in first week.	2	3	6
	Ensure staff have adequate breaks and fair allocation of workloads.	3	3	9	Return to agreed contractual contact time. WTA to roll over until end of October. WTA for coming academic year to be agreed with WTA committee.	2	2	4
	Consider if employee risk assessments need to be amended or new ones carried out for staff experiencing mental health issues.	3	3	9	SLT/ PTs to liaise with staff and see if risk assessments need amended. Individual risk assessment, where appropriate. Management and union reps are aware of this and will amend where necessary.	2	3	6
	Regular staff meetings (via skype etc. or following social distancing rules) are undertaken with staff on site and that regular telephone, skype etc. communication is held with staff who are not present to maintain contact and assist wellbeing	1	3	3	In addition to 'distanced' meetings within the school, the availability of ongoing Google Meet will remain, where required. Line managers to allow for absences.	4	3	
	Identify Mental Health issues and concerns and give guidance to help or assistance (use Council information on the Hub). Inform staff about support via Education Support Partnerships and HR or H&S.	1	3	3	SLT / PTs to liaise with staff and see if support is required.	1	2	2

<p>staff levels</p> <p>Direct transmission of coronavirus in the school environment through person-to-person contact/ coughing etc</p> <p>physical arrangements</p> <p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Framework requirement: Decide the physical structures needed to limit risks and limit movement around the building(s) (for example, classroom layouts, entry and exit points, class sizes, lunch queues, use of communal staff areas.</p> <p>Agree how safety measures and messages will be implemented and displayed around school.</p> <p>No clubs will be undertaken. Needs of breakfast club pupils to be assessed and met.</p> <p>Designated areas for staff breaks that maintain social distancing and hygiene to be signed with maximum occupation number.</p>	2	3	<p>6</p> <p>Classroom layout must ensure that staff are based 2m from pupils</p> <p>Staff member and the pupil(s) should wear masks if within 2m of each other for a sustained period (15+ minutes)</p> <p>Staff should avoid conversations at less than 1m distance with young people or other adults for any length of time as per NHS advice.</p> <p>Signage throughout to emphasise need for pupils to maintain 2m distancing from staff and 'keep left' corridor protocol.</p> <p>Pupils and staff to wear masks in the corridors and confined areas and areas where social distancing cannot be maintained at all times (this does not include dining areas)</p> <p>Pupils to be encouraged to maintain reasonable distances from each other, where possible. Early and repeated emphasis from SLT and all staff.</p> <p>Consideration to be made of teacher movement:</p> <ul style="list-style-type: none"> • Please takes should be covered within departments wherever possible • Teachers are permitted to wait until the corridor is clear before making way to/from cover class. • Departments to monitor if a class needs supervision until a cover teacher arrives • Seating plans to be made available to cover teacher <p>Lockers to be emptied and keys returned.</p> <p>Staff feedback on departmental spaces to be taken at inset. Maximum capacity numbers to be put on doors of all staff</p>	2	2	4
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					areas and store cupboards to ensure staff are not within 2m of each other for 15 minutes+			
Arranging rooms & limiting proximity Staff, Students / pupils / wider contacts Spread of COVID 19	Rooms to be kept as well ventilated as possible (opening windows) (fire doors cannot be jammed open). Clear signage to instruct pupils to keep distance.	2	3	6	Inductions for staff and pupils in August. Clear communication to community and frequent signage. Signs to remind pupils to stay 2m from staff to be on display Tape to be made available to mark 2m distance between pupils and staff, where requested Windows and doors to be kept open for enhanced ventilation	2	2	4
	Consider if 'unnecessary' equipment can be removed from classrooms. If so this must be stored suitably (not in electrical intake rooms, plant rooms etc.) Staff are to maintain a safe distance between each other (2 metres)	2	2	4	PT's, staff and Janitors to look at room set up in June for August return. Classroom equipment to be removed if teacher is unable to have a classroom layout where they are based 2m from nearest pupil (for 15+ minutes) Advice to staff regularly updated	1	2	2

	<p>Although not compulsory, pupils should be encouraged to do the same.</p>				<p>Advice will be given to pupils prior to August and when they return in August</p>			
	<p>Utilise larger spaces (Assembly Hall and Games Hall) for 'wet lunches/breaks' to keep numbers down in each area.</p> <p>Re-plan lessons / activities to avoid shared resources.</p> <p>Consider opportunities for outdoor learning to assist in social distancing.</p> <p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc. and should not use offices / rooms where 2m distancing cannot be maintained.</p> <p>Meetings/1-2-1s/training Limit face-to-face meetings to those that are essential. Ensure these are conducted in large enough areas to maintain 2m distancing; or via electronic means (Microsoft Teams etc.)</p> <p>Offices / IT suites etc. Business Computers to be regularly cleaned or Keyboards and Mice removed if not possible.</p>				<p>Tala Mhor and Assembly Hall to be utilised for dividing pupils at lunch and break. Games Hall on wet days</p> <p>Pupils encouraged to leave the building, weather permitting.</p> <p>PT's to liaise with relevant staff in June when setting up rooms and completing timetable and adjust for changing circumstances in August.</p> <p>Where possible outdoor learning will be encouraged where social distancing can be maintained.</p> <p>Room capacities to be displayed.</p> <p>Information on return issued to all staff.</p> <p>Google Meet to be used wherever possible for meetings etc.</p> <p>HT and AFA, to work with Office Staff to arrange the office space during June. All PCs to be separated or taken out of use.</p> <p>Staff visiting office not to enter room but utilise reception window inside.</p> <p>Staff desks/telephone etc. to be wiped down after use.</p> <p>Masks to be worn in corridors by staff and pupils at all times.</p> <p>Locker to be taken out of use.</p>			

	<p>Corridors Minimise transitions as far as possible to ensure brief contact. Implement one-way system (where possible e.g. multiple routes / stairs) Avoiding multiple groups queuing in same-shared areas/ narrow corridors etc.</p>	2	3	6	<p>'Keep left' system should be maintained in the corridors, with extensive signage and discussed at inductions.</p> <p>Lockers out of use.</p> <p>Possible 'staggered' release of pupils for breaks/</p> <p>Separate dining areas for S1-4 and S5/6.</p>	2	2	4
	<p>Changing rooms Limitation of numbers introduce staggered use to reduce congestion and contact at all times.</p> <p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.</p> <p>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.</p>	2	2	4	<p>TBC</p> <p>Games Hall and Gyms to be used as changing rooms to maintain distance</p> <p>Cleaning regime in A and B in Guidance Document.</p>	1	2	2
	<p>Toilets Pupils to be encouraged to use closest toilet to class</p>	2	3	6	<p>Staff to only allow one student at a time out of class to the toilet. Pupils to be encouraged to use closest toilet when they return in August to minimise movement of pupils.</p> <p>Hand washing importance to be emphasised.</p>	2	2	4
	<p>Break / Playgrounds Avoid any group activities that require pupils to be in close physical contact with each other.</p> <p>Reduce use of outdoor equipment, ensure it is cleaned between groups of children people using it, and that multiple groups do not use it simultaneously.</p>	2	2	4	<p>Pupils to be encouraged outdoors.</p> <p>Furniture being sourced.</p> <p>Advice to be assessed in line with recent PE advice from Education Scotland.</p>	2	2	4
<p>Direct transmission of coronavirus in the school environment through person-to-person contact/ coughing etc.</p> <p>organisational arrangements - timetabling</p>	<p>Blended model agreed to support the needs of pupils and staff with ongoing review.</p> <p>Agree what learning is appropriate (including the relationship between face-to-face and remote education), for example, identify curriculum priorities, agree revised expectations and required adjustments in practical lessons, and any approaches to 'catch up' support.</p>	2	3	6	<p>Model agreed but only necessary in the event of a second closure.</p> <p>Departments to discuss in case of second wave.</p>	2	2	4
	<p>Identify curriculum priorities for each age group, taking into account:</p>	4	3	12	<p>FH WEI, PT SfL, SLT, and other outside agencies to work collaboratively</p>	2	2	4

<p>Organisational arrangements (continued) <u>Access to & egress from site</u> Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Mental health and wellbeing, any need extra support to learn, where students are with their learning, adjustments to the curriculum, how best to support education of high needs groups.</p>				<p>to support pupils mental health and wellbeing.</p> <p>Departments should have alternative arrangements as part of their planning.</p>			
	<p>Schedule handwashing times for all pupils and staff to ensure this occurs on arrival, before departure, when coming in from break, before and after eating. Before using a toilet and after hands should be sanitised. Hands should also be washed after going to the toilet.</p> <p>Clearly communicate to parents/ carers the arrangements for before and after school.</p> <p>Do not hold any event or activity where small groups will be required to mix. Determine whether interventions are essential, and ensure delivery in line with social distancing guidelines. Suspend hiring and lettings.</p> <p>Afterschool clubs suspend. Breakfast club to be reviewed.</p> <p>Ensure all arrangements are clearly communicated to staff, parents/ carers and pupils.</p>	2	3	6	<p>Hand sanitiser in all classes, in lunch area before 'keypads', beside cash and water machines.</p> <p>Hands should be sanitised on arrival in class.</p> <p>Regular parental letters with guidance has been issued to parents during school closures, this will be maintained</p> <p>School lets no access to indoor facilities</p> <p>Staff working groups to be conducted via distance or online via Google Meet etc.</p> <p>Staff social groups to be conducted online</p> <p>School not to open until 8.45 and pupils not to gather in social areas but go straight to class. Buses arriving early at end of day to allow gradual release.</p> <p>Afterschool cancelled until further notice. Family Liaison to evaluate Breakfast provision.</p> <p>Information will continue to be communicated to staff, parents/carers and pupils</p>	2	2	4

	<p>Monitor site access points to enforce 'keep left' and support behaviour.</p> <p>Discourage parents picking up their children in the car parking area or gathering at the School gates.</p>	4	2	8	<p>Various entrances will be utilised to maintain distance. These will be monitored.</p> <p>This will be communicated to parents/carers prior to pupil return in August</p>	3	2	6
	<p>Visitors Only essential visitors are allowed onto the school site. Ensure all visitors / building users are aware of expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school. Signage in reception regarding good hygiene.</p> <p>Staff On arrival, all staff are also required to wash hands using nearest available toilet or use the sanitiser provided in reception / staff room.</p>	3	2	6	<p>Visiting will be discouraged unless crucial. Signage will be in place for visitors and they will sign in once they have read the schools rules on social distancing in the building. Office staff to ensure visitors comply with social distancing guidelines.</p> <p>Hand sanitiser and wipes will be in every classroom and appropriate area. Discussions with professional associations to target.</p>	2	2	4
<p>Indirect transmission of coronavirus through surface contamination</p> <p>Personal hygiene</p>	<p>Framework requirement: Decide the approach to enhance hygiene (for example, toilet use, hand washing) and decide on policy related to usually shared items (for example, books, toys, practical equipment).</p>	3	3	9	<p>Details on handwashing above and regular cleaning by cleaners</p> <p>Teachers to ensure telephones in rooms are used only by staff and cleaned.</p> <p>Desks and other shared equipment to be wiped down with spray and blue roll provided, between classes</p>	2	2	4
	<p>Actions (hygiene)</p> <p>Ensure adequate supplies of soap, paper hand towels and hand sanitiser, with stock monitoring and re-ordering procedures set up.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p>	3	3	9	<p>Details on handwashing above.</p> <p>MITIE will supply.</p> <p>Argyll & Bute Council to supply required Hygiene equipment.</p>	2	2	4

	<p>Ensure proper handwashing and hand sanitiser technique are prominently displayed at all stations, as directed by NHS guidance. Site staff to regularly clean the hand washing facilities.</p> <p>Alcohol hand sanitiser provided at reception / entrance/exit for visitors.</p> <p>Tissues/wipes will be provided for classrooms. Staff to replenish as needed.</p> <p>Ensure bins are provided for tissues in every classroom. Ensure catch it, bin it, kill it message is displayed, discussed and understood in each class.</p> <p>Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.</p>				<p>School to purchase new bins, where necessary, for classroom and social areas.</p> <p>As stated.</p> <p>Pupils to be informed.</p>			
<p>Cleaning</p> <p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Follow revised framework for A&BC Cleaning Service Risk assessments</p> <p>Clarify with A&BC Cleaning Service what an enhanced cleaning schedule looks like and how it will be implemented in the school (for example, how often, when/if an additional clean is necessary) and how you will ensure sufficiency of supplies.</p> <p>Actions (cleaning)</p> <p>A cleaning schedule will be implemented throughout the site by A&BC Cleaning Services ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Cleaning protocol In line with advice the COVID-19: cleaning of non-healthcare settings guidance</p> <p>Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed When cleaning a contaminated area Cleaning staff to:</p> <ul style="list-style-type: none"> Wear disposable gloves and apron 	3	4	12	<p>Regime stated in A and B Guidance. MITIE agreement in place.</p> <p>MITIE staff responsibility</p> <p>MITIE staff to ensure sufficient supply of hand towels, toilet paper and hand wash/sanitiser throughout the day.</p>	2	4	8

	<ul style="list-style-type: none"> Wash their hands with soap and water once they remove their gloves and apron Fluid resistant surgical mask if splashing likely Hands should be washed with soap and water for 20 seconds and dried thoroughly, after all PPE has been removed. <p>PPE to be double-bagged then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p> <p>Hand towels and hand wash are to be checked and replaced as needed by site / cleaning staff.</p> <p>Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</p> <p>Only cleaning products supplied by the school / contract cleaners are to be used.</p> <p>School to obtain the risk assessment for all cleaning for assurance on social distancing and their methods for cleaning the school site each day in particular to the cleaning required for door handles and taps etc.</p>							
<p>Contact points Equipment use, printers, workstations, apparatus, machinery etc.</p> <p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Further consideration to be given to the teaching of curriculum in practical subjects and how this can be amended to ensure minimum contact with equipment. Any equipment used to be properly cleaned after use.</p> <p>For secondary <u>science</u> and <u>DT</u> also consider national advice for suggested considerations in undertaking practical work in a partially open school</p> <p>All shared resources to be cleaned after use (including computers, PE equipment etc.). Build into end of lesson activity routines. Schools to ensure anti-bacterial wipes are available in all IT rooms and teacher to ensure students wipe down after use. If student is too young then arrangements for staff to clean.</p> <p>Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying, etc.</p>	3	4	12	<p>Wipes will be provided in all rooms.</p> <p>All pupils to use own equipment and to avoid sharing wherever possible. Routines for specialist equipment to be established by departments.</p> <p>Utilise online resources for homework tasks etc. and wherever reduction of contact can be facilitated through this</p> <p>Wipes or blue roll and spray will made available for all shared resources such as photocopiers to allow wipe down after use.</p> <p>Desks/Computers should be wiped down after use by spraying onto blue</p>	2	3	6

					roll and wiping (spray should not be applied directly to keyboards etc.)			
					Departments to discuss protocols and consideration to be given to staff and pupil sensitivities.			
adherence to rules within school	<p>Actions:</p> <p>Update behaviour policies</p> <p>Communicate the new rules to staff, students and parents</p> <p>Reinforce the new rules through daily teacher reminders</p> <p>Display the new rules prominently through the school and at the gate</p>	4	3	12	<p>RW will issue letter of the new guidelines for behaviour and this will be enforced with pupils on the first day back at school for each group.</p> <p>Regularly reinforced by school staff</p> <p>Signage will be in place.</p>	3	3	9
<p>Canteen use / lunchtimes</p> <p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Framework requirements:</p> <p>Work with your catering team to ensure meals are available for all children in school.</p> <p>In line with Covid Guidance:</p> <p>Schools need to provide meals including Free School Meals, to reopen their kitchens and ensure food preparation and serving meet protective measures standards. Continue to offer meals/ food parcels for benefits-related pupils who are not in school.</p>	3	4	12	<p>Catering staff to continue to supply in school.</p> <p>Normal food available. Hand gel before points of sale and beside cash and water machines.</p> <p>Staggered release to minimise queues and separated area for S5/6.</p> <p>Outdoors to be encouraged.</p> <p>Parents to be requested to use online system for topping up.</p> <p>Pre-book system to be re-introduced to pupils.</p> <p>This information will be clearly communicated to staff, parents/carers and pupils. Health and Safety paper will be issued prior to August return</p>	3	3	9

	<p>Reinforce handwashing prior to eating food. Hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p>Canteen use Canteen staff should continue to follow Food Standard Agency's (FSA) <u>guidance on good hygiene practices</u> in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</p> <p>Discuss provision and delivery with Catering Manager/staff. Consider change to meal provision, delivery of lunches to groups in classes etc. This could include a change in menu provision, amount of drinks and food in chillers and how to avoid touching neighbouring products. An increase in pre-prepared and wrapped food to reduce use of crockery, utensils etc.</p> <p>Payments should be taken by contactless methods wherever possible</p> <p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.</p> <p>All rubbish and waste should be put straight in the bin by pupils/ the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines etc.</p>	2	4	8	<p>Breaks to be in designated areas and monitored by SLT.</p> <p>See previous information regarding handwashing</p> <p>SLT to manage</p> <p>Areas set up to allow this</p> <p>See above</p> <p>Water fountains to be all in working order and regularly cleaned.</p> <p>RW to encourage parents to place money in accounts</p> <p>SLT to monitor with voluntary support.</p> <p>Canteen staff/ MITIE</p>	2	3	6
<p>Travel off site</p> <p>Staff, Students / pupils / wider contacts</p>	<p>Travel is only required for essential purposes.</p> <p>Implement social distancing between young people and adults.</p>	3	4	12	<p>This information will be clearly communicated to staff, parents/carers and pupils. Health and Safety paper will be issued prior to August return</p>	3	3	

<p>Road traffic accident Other road users Spread of COVID 19</p>	<p>All persons urged to consider all other forms of transport before public transport. If public transport cannot be avoided, in addition to social distancing and hygiene practices, individuals must wear a non-medical face covering, if it can be done safely. Children should only do this under informed adult supervision as unsafe handling of facemasks can increase the risk of transmission.</p> <p>Where travel is essential, use private single occupancy where possible.</p> <p>Consideration to be given to situations such as minibus usage for students accessing curriculum across multiple sites. Ensure they are sitting 2m apart from any adult.</p>				<p>Guidance to be given to pupils, who use public transport, prior to August return.</p> <p>Parents/carers will be encouraged to bring their child to school wherever possible</p> <p>Janitorial staff to wipe and clean the mini bus down after each use</p> <p>Masks to be worn on all transport.</p>			9
<p>Contractors Contractors, Staff, Students / pupils / wider contacts, Spread of COVID 19</p>	<p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school, or the delivery of the curriculum are to be allowed on site and will read and comply with signs in reception regarding social distancing and good hygiene.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</p> <p>All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering and leaving the site.</p> <p>Agree approach to scheduled / ongoing building works.</p> <p>Site inductions are to be carried out following social distancing principles (2m separation).</p> <p>School has to seek confirmation of the contractor's method statement / risk assessment. All contractors have to submit a Covid 19 risk assessment to contract managers/company before works can proceed.</p>	4	4	16	<p>Signage will be in place for visitors and they will sign in once they have read the schools rules on social distancing in the building</p> <p>MITIE to maintain system already in place over summer.</p> <p>HT to liaise regarding this</p>	3	3	9
<p>Lack of awareness / school controls Staff, Students / pupils / wider contacts Spread of COVID 19</p>	<p>Posters will be displayed in the reception, welfare areas and in suitable places around the school.</p> <p>Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.</p> <p>Ensure good, clear communications with parents/carers and wider school community</p>	2	3	6	<p>Signage will be provided from A&B council prior to August return</p> <p>Parent Council to be regularly informed by RW.</p>	2	2	4

					Information will continue to be communicated to staff, parents/carers and pupils			
<p>Provision of first aid and ASN care</p> <p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Framework requirement:</p> <p>Make arrangements for the very small number of cases where personal protective equipment (PPE) supplies will be needed: if your staff provide intimate care for any children or young people and for cases where a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home.</p> <p>Establish procurement route, stock monitoring and ordering system. Ensure staff know the whereabouts of PPE, and are trained to use it safely.</p> <p>PPE is only needed in a very small number of cases: children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way PPE should be worn if a distance of 2 meters cannot be maintained from any child, young person or other learner displaying coronavirus symptoms. Guidance:</p> <p>PPE is required if a child or staff falls ill and requires direct personal care on site/isolate the child until collection by the child's parents</p> <p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they were not always able to maintain a distance of 2 meters from others. PPE is only needed in a very small number of cases including:</p> <p>Children, whose care routinely already involves the use of PPE due to their intimate care needs, should continue to receive their care in the same way.</p>	3	4	12	<p>Alternative room, close to medical room, is to be designated as the Isolation room.</p> <p>It will then be set up with PPE, and other required equipment.</p> <p>Basic PPE supplied by A and B.</p> <p>RW will oversee procurement routes and monitoring and ordering system. Technical department to provide masks as and when required.</p> <p>Staff and pupils must wear masks when in an area where stated social distancing guidelines are difficult to adhere to (i.e. 15+ minutes)</p> <p>Staff and pupils must wear masks when they are within 2m of each other for a sustained period of time (15+ minutes)</p> <p>Pupils to get repeated reminders about how to safely put on, wear, remove and store masks</p>	3	3	9

	<p><u>If a child, becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home.</u> A facemask should be worn by the supervising adult if a distance of 2 meters cannot be maintained. If contact with the child is necessary, then gloves, an apron and a face mask should be worn by the supervising adult</p> <p>Review PPE protocols for routine provision of intimate care and ensure adequate supply.</p>	3	5	15	<p>PPE to be worn by staff undertaking First Aid</p> <p>Relevant ASN staff to be aware of procedures and have access to PPE Equipment when required</p> <p>Support Staff to be supported in creating a Risk Assessment for continuing this care</p> <p>Authority to supply equipment required</p> <p>First Aid staff to be supported with this</p>	3	4	12
<p>Emergency procedures (Fire alarm activations etc.)</p> <p>Staff,</p>	<p>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for short period).</p> <p>Try to maintain 2m separation at assembly areas (where space permits). Increased supervision and reiteration of messages to</p>	3	4	12	<p>DHT revising Fire Evacuation procedures with 2m distancing between staff and pupils emphasised.</p>	3	3	9

<p>Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>occupants. Do not delay evacuation in order to keep the distancing rules.</p> <p>Review any Personal Evacuation Emergency Plans (PEEPS) to ensure that arrangements are still adequate and relevant.</p> <p>Ensure that all fire emergency related issues e.g. plan, evacuation etc. are explained to all on site.</p> <p>Ensure that any change to the plan is noted in the Fire Safety Management folder.</p>				<p>Revise the PEEPS to ensure it is still adequate. Plan should be shared with all School Stakeholders and externally.</p>			
<p>Deliveries Mail & Waste collection</p> <p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Do not approach delivery staff; allow packages to be left in a safe place.</p> <p>Wash hands before opening mail</p> <p>Distribute unopened mail to appropriate mail locations/trays on school premises.</p> <p>Clear appropriate table/surface where mail will be sorted.</p> <p>Lay some A4 paper (or similar) on part of the table/surface leaving some of the table/surface bare.</p> <p>Collect mail from appropriate mail tray and place it on the previously laid out paper on the table/surface.</p> <p>Open mail one piece at a time. Put envelope/packaging in bin and put mail/contents of packaging onto bare area of table/surface.</p> <p>Once all mail is sorted wash hands. Refrain from touching your face, mouth or eyes and maintain good respiratory hygiene.</p> <p>Attend to mail following the usual arrangements for the premises for date stamping, recording, scanning etc. using separate paper and pen as required.</p> <p>On completion of attending to mail put A4 paper from table/surface into same bin as envelopes.</p> <p>Clean pen/other equipment.</p> <p>Empty bin into external bin/wheelie bin.</p> <p>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</p>	2	2	4	<p>Office Staff to observe guidance from Scot Gov. regarding handling mail.</p> <p>Designated front desk in office for mail to be deposited and then sorted. Cleaning staff will clean this area in line with revised A&B Cleaning Service guidance.</p> <p>Cleaners</p> <p>Office Staff & Janitorial Staff</p>			

	Hands are to be thoroughly washed after handling all deliveries or waste materials.							
Premises safety Staff, Students / pupils Wider safeguarding / safety risks	Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. Ensure all key services are operational Flush all water outlets thorough in areas of the school, which have been closed for period. Ensure key fire doors are not being compromised. In the event of a fire/fire, drill doors have to be closed by the designated fire warden for that area.	2	2	4	MITIE to ensure all equipment, including magnetic door holders, operational. Regular drill to continue.	2	2	4
Suspected case on-site Staff, Students / pupils / wider contacts Spread of COVID 19	Framework requirement: <ul style="list-style-type: none"> Plan the school level response should someone fall ill on site (in line with relevant government guidance). Main symptoms of COVID-19 are a temperature (37.5°C or chest/back feeling hot to the touch) and/ or new, continuous cough (<i>plus loss of smell and taste</i>). Actions: <ul style="list-style-type: none"> Establish protocol and train all staff on swift and safe response to suspected cases on site. Communicate protocol clearly to parents and carers. Designate waiting room/s for symptomatic child/children waiting to be collected. Acquire PPE¹ for staff to use if supervising a child waiting to be collected, train staff on whereabouts and safe use of PPE. Set up PPE stock record/ ordering system. Consider information leaflet for parents on isolation, testing and notification procedure Set up log of symptomatic individuals, tests taken, test results. Considerations for protocol: <ul style="list-style-type: none"> Ensure all children are reminded daily to inform their teacher if they feel poorly 	3	5	15	This information will be clearly communicated to staff, parents/carers and pupils. Health and Safety paper will be issued prior to August return and will be created by or in consultation with NHS staff. Protocol to isolate pupil with suspected Covid19 has been shared with all staff via email. Staff to be reminded of importance of up to date seating plans that can be located centrally in the event of an outbreak to form part of tracking and tracing procedures. Where possible, seating plans should be adhered to All efforts will be made to have direct discussion with teachers re. contact/movement during relevant lessons Ensure all staff remind students each day if they are ill they should not attend Office staff will be designated to ensure efficient communication procedures are setup and implemented if required.	3	3	9

¹ Obtain through local PPE chains, or if difficult to obtain, approach local resilience forum.

	<ul style="list-style-type: none"> • Establish clear communication protocol in school, for quickly notifying key staff and parent/carer • Set up COVID-19 risk/ incident log, for oversight by the Head Teacher/PT and further debrief/ training • Child/ staff member with symptoms should go home as soon as possible. • While waiting for collection, the child should wait in a well-ventilated room with a closed door, or if they cannot be isolated then move them to an area which is at least 2m away from others • PPE is required if a child or staff falls ill with coronavirus symptoms (young child or with complex needs) and requires direct personal care on site: • Parents/ carers/ symptomatic staff provided with self-isolation advice, and information about seeking help - https://www.nhs.uk/conditions/coronavirus-covid-19/ • Advise that testing is available for symptomatic staff https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested and children (aged 5 or over, via 111 online service; aged under 5 by calling 111) to ensure that cases of coronavirus are identified promptly • Safe disposal of PPE and areas occupied and equipment used by the affected person cleaned and disinfected, as per guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings • Clean the affected area with normal disinfectant as recommended by A&B Council Cleaning Services • Supervising staff member and cohort wash hands thoroughly, do not need to go home unless they develop symptoms or the child subsequently tests positive. • Head Teacher follow up if test result is not received. <p>What actions should the school take for one confirmed case?</p> <ul style="list-style-type: none"> • If a head teacher becomes aware of a confirmed case of COVID-19 then they should notify the HPT at NHS Highland by phoning 01463 704 886. • A member of the HPT will discuss the case with the head teacher and ask for relevant information to inform the HPT risk assessment. • This information will include: dates of attendance, school and class details, attendance at out of school activities, friendship groups. 				<p>Create a log or use Authority provided log.</p> <p>Signage and registration routine to be considered.</p> <p>Log to be kept in isolation room.</p> <p>First Aider & Cleaners to be responsible for dealing with responsible areas and waste</p> <p>B008 in SLT Corridor to be used and supplied with PPE.</p> <p>Cleaner specified solution</p> <p>PPE in place</p> <p>RW to consult with Authority if the school requires to be closed & Deep Clean</p> <p>In the event of a confirmed case of Covid19, to identify any ASN staff working with the class and establish if 2m distancing was in place</p>			
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	<ul style="list-style-type: none"> • A standard information letter will be provided by the HPT for the school to send to parents of all pupils in the same class (primary) or year group (secondary) and school staff. This will provide details of what has happened and instructions on what to do. <p>HPT actions for one confirmed case will include one or more of the following:</p> <ul style="list-style-type: none"> • The HPT and their Contact Tracing Team will identify all close contacts and contact them individually to provide appropriate advice. • It is possible that a Problem Assessment Group (PAG) or an Incident Management Team (IMT) meeting will be called and chaired by the NHS HPT. A representative of the education service will be a member of that group/team. • Pupils in the same grouping may be identified as close contacts and they will be asked to self- isolate. In some circumstances all pupils in that class and the class teacher will be advised to go home and isolate. How long this is for will depend on the specific circumstances which prevail at the time. • Consideration will be given to whether testing of any of these individuals or groups is warranted. This would normally be through the UK Government testing routes. • Other measures may also be considered including a stepped approach to (re) introducing or increasing physical distancing, the use of face coverings, pausing if extra-curricular activities and adjustments to how the school operates • Advice for appropriate cleaning will be provided for the school. <p>What actions are taken by the HPT if there are more than one confirmed case(s) in the class/year group? A cluster or outbreak is defined as 2 or more confirmed cases occurring within a 14 day period. If this situation arises then further actions will be required to prevent any further spread. These will include consideration of;</p> <ul style="list-style-type: none"> • Sending the whole class home; plus the teacher, for isolation and probably for swab testing as well. • Sending one or more year group(s) home • School closure - This will not generally be necessary, but may be considered in the case of widespread transmission in a school setting, high numbers of cases in multiple cohorts, significant issues in implementing control measures, or when safe operation of the school is not possible. <ul style="list-style-type: none"> • Always call 999 in an emergency. 				<p>Sea ting plans will be used to support track and trace procedures, staff involved will be contacted where possible to establish risk and close contacts.</p>			
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*Where the risk assessment states RW or HT, this may include a nominated representative, for example the DHT responsible for Health and Safety, Pastoral Care etc.