



Glasgow City Council

Health & Safety Group

RISK ASSESSMENT DOCUMENTATION

SUBJECT AREA OF ASSESSMENT (JOB TITLE/PROCESS/LOCATION OR OTHER SUBJECT AREA)	GCC Education Services: COVID-19 Recovery Phase Primary Sector: Generic Risk Assessment Version 4
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DEPARTMENT	Education Services	SECTION	Elmvale Primary School
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COMPLETION SHEET

Ref.	Risk Rating	Actions to be Taken	Responsible Person	Target Date
1a	Moderate	Scottish Government and Health Protection Scotland and GCC COVID 19 Infection Control measures reinforced at daily briefing and throughout each day. Ongoing communication to staff, pupils, parents	H of E	On-going
11c	Moderate	ES Health and Safety to continue to monitor the government guidance re the use of water coolers	ES H&S	On-going

Signed: Robert Connor (Authorising Manager As Appropriate)	Title: Education Service Health and Safety Manager	Date: 13/08/2020
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DATE OF NEXT ASSESSMENT	Assessment will be reviewed prior to each day for duration school opening during COVID-19 pandemic
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PART 1. COVID-19 Primary 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 Primary Sector.

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 primary 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*. Similarly where a primary school has a Nursery Class then further information and guidance can also be sourced from the *Early Years 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.

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, the Area Education Managers and or QIO's etc. for further assistance.

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

Ongoing Regular Updates

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

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

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

SUPPORTING DOCUMENT LINKS:

Scottish Government COVID-19 Opening Schools Guidance	Opening schools
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/
Corporate Procurement Process for PPE	Test and Protect (Test, Trace, Isolate and Support) 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 off/pick up arrangements
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, Snack and Breaks
14.	Fire Safety
15.	Physical Education – General

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 within an educational establishment the following areas should be considered:</p> <ul style="list-style-type: none"> • All Staff, Pupils and parents 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 are aware of the requirement to also inform H of E if required to self-isolate in line with the relevant guidance for example where staff/pupil: <ol style="list-style-type: none"> a) Tests positive for COVID-19 b) Displays symptoms of COVID-19 c) Have been advised to self-isolate in line with Government guidance d) Have been advised to self-isolate via the Scottish Governments 'Test and Protect' Track and Trace initiative. <p>All schools staff should familiarise themselves with the <u>Test and Protect (Test, Trace, Isolate and Support)</u> 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 H of E 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 H of E the schools procedures when 	Moderate	<p>Ongoing monitoring and review for duration.</p> <p>H of E/SMT to ensure ongoing communication with Pupils Staff and Parents.</p> <p>H of E to ensure ongoing communication with Pupils Staff and Parents.</p> <p>H of E to implement</p> <p>H of E to implement</p>

					dealing with a suspected case (see section 1b)		
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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 displays potential COVID-19 symptoms or feels unwell with suspected COVID-19 during the school day, they should inform the H of E 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 adult able to leave by themselves • 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 premise the area must be removed from use and appropriate signage displayed until appropriate cleaning can be carried out by Property and Land Services by following the Corporate Link: GCC Guidance What to do if someone in your establishment becomes symptomatic • 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. 	Moderate	<p>H of E/SMT to ensure parent contacted to collect pupil.</p> <p>H of E/SMT to access link to ensure P&LS contacted to arrange for appropriate cleaning to be carried out</p> <p>SMT to arrange</p>
1.	c.	Head of Establishment informed of confirmed COVID-19 case	COVID-19 infection	Pupils and Staff Contractors	<p>Where a pupil or member of staff who has been attending the school informs the H of E 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, Isolate and Support) <p>H of E should contact their local health protection team for advice if</p>		<p>See 1b re cleaning</p> <p>H of E to access info if required. *Link</p> <p>H of E to action</p>

					<p>they have 2 or more case or an increased rate of Background illness. Reopening schools guidance</p> <p>ES H & S to provide a guidance document in conjunction with Health Protection Scotland in progress.</p>		ES H&S to action
2.	a.	<p>Cleaning and Hygiene</p> <p>Personal Hygiene Protocol</p>	COVID-19 infection	<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. Education Services have made arrangements in order to provide an initial hand sanitising stations at the schools main entrance/reception. Further information regarding this arrangement can be source from the following link: Education COVID-19 - Health and Safety • Any portable hand sanitising bottles/containers should be supervised during the use by pupils, and appropriately stored to prevent misuse. <p>Hand Sanitiser 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. Safety Flash - Hand Sanitiser Guidance</p>	Moderate	<p>H of E to implement</p> <p>H of E can access the hand sanitising information link.</p> <p>Confirmation from ES SMT reordering process.</p>

2.	b.	Scheduled Cleaning by DRS Catering and Facility Management	COVID-19 infection	Pupils and Staff Contractors	<p>DRS Catering and Facility Management carry out regular scheduled appropriate day to day cleaning of school buildings. DRS Catering and FM confirmed there has been a reviewed cleaning specification issued to catering & FM Staff. H of E's can access the following link for further information regarding the DRS reviewed Cleaning Specification arrangements. Education COVID-19 - Health and Safety</p> <p>In the event of a confirmed or suspected case of COVID-19 within an Educational Establishment specific arrangements will be implemented to include isolating areas and vigorous cleaning (as per section 1b) Link: GCC Guidance What to do if someone in your establishment becomes symptomatic</p>	Moderate	<p>Ongoing Monitoring and Review</p> <p>H of E's continued liaising with Catering and FM Staff re cleaning in conjunction with the updated reviewed procedures</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 between pupils should be discouraged.</p> <p>In order to assist in minimising the spread of infection anti-bacterial cleaning materials will be made available at each establishment to allow for the wipe clean of regularly used equipment and surfaces (COSHH Assessment: Quest + COSHH Assessment) 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>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> <p>DRS Catering & FM have arranged for all establishment to have access to additional cleaning materials e.g. pre diluted anti-bacterial spray bottles. The products will be made available for use at the discretion of staff in order to allow school staff to spray/wipe clean any regularly used equipment and surfaces as and when required. Additional information and user method statement regarding the provision of additional cleaning material and the specific use of the cleaning materials can be sourced via the following link. Pre-12 Estate Additional Cleaning Procedures</p>	Moderate	<p>H of E to implement</p> <p>H of E to access the appropriate information on provision/use/storage of the additional cleaning materials via the link.</p>

3.	a.	Signage General Information Posters	COVID-19 infection	Pupils and Staff Contractors	<p>All establishments can access the generic GCC COVID-19 related information signage/posters via the following link - Education COVID-19 - Health and Safety</p> <p>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.</p>	Moderate	H of E to 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	<p>Due to the various designs, layouts capacities etc. there will be a requirement for H of E to access and purchase 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.</p> <p>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.</p> <p>The following are examples of appropriate areas which may require additional instructional signage:</p> <ul style="list-style-type: none"> • Distancing markers, (floors/toilets) • info regarding receptions, • instruction re circulation routes, • Instruction re one way systems, • Instruction re designated up/down stairwells, restricted areas, • Capacity numbers etc. 	Moderate	<p>H of E to identify and purchase/source appropriate posters</p> <p>H of E and school staff to carry out a review of areas that may require temporary additional information signage re the safe operation of the school building.</p>
3.	c.	Education Services STEM the Spread, The 4 Key Messages Signage/Posters	COVID-19 infection	Pupils and Staff Contractors	<p>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:</p> <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, <p>The Signs/Posters can be accessed by all GCC Educational Establishments via : 'STEM the Spread' Initiative Posters</p>		

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>		<p>H of E to inform staff and implement</p> <p>Ongoing monitoring and review</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 review</p> <p>H of E to assess</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 Updated Advice for First Aiders v1.0 10.07.2020</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 establishment have been provided with an initial emergency COVID-19 pack containing apron, gloves, fluid resistant mask and disposable face shields. The emergency kit should 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 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>H of E to action and liaise with appropriate staff.</p>
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 (buses/taxis), • escorting activities/responsibilities, • school mini buses • traveling to and from school <p>can be sourced from the following link - Dedicated School Transport</p>	Moderate	<p>H of E to action</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 escorting where necessary (Parents 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>H of E to action and Identify drop off/pick up points, additional entrance routes etc.</p> <p>H of E to inform staff and implement</p> <p>Ongoing monitoring and review</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 Visitor Sign In and COVID-19 Screening Form • 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>H of E to inform staff and implement</p> <p>Ongoing monitoring and review</p>

10.		Managing visitors and Contractors	COVID-19 infection	Pupils and Staff Contractors Visitors	<p>All visitors and contractors should receive an appropriate induction prior to entering the premise which should include the schools current COVID-19 infection control management arrangements.</p> <p>The school can download the updated Contractor Management Standard Sign In Sheet at the following link: Control of Contractors Appendix 3: Contract Sign in Sheet</p> <p>In addition all persons entering the school establishment should be subject to general COVID-19 screening questions prior to accessing the premise to acknowledge and minimise the potential spread of COVID-19 infection.</p> <p>Visitors: Generally face to face meetings/visits with third parties should be discouraged. However, where it is necessary for the H of E to meet with HQ staff, parents, third parties etc. then appropriate arrangements should be made to ensure that the meeting can be carried out safely and the following measures should be considered:</p> <ul style="list-style-type: none"> • Suitable appointment time should be agreed • Appropriate induction information should be provided and the general COVID-19 screening questions should be completed within the following link. Visitor Sign In and COVID-19 Screening Form • All completed visitor screening forms should be held and readily available for a period of approx. 30 days to assist with the test and protect protocol if required. • Suitable room/location identified for meeting to maintain physical distancing etc. • Following the meeting arrangements should be made by school staff to wipe down the commonly used surfaces and contact points. 	Moderate	<p>H of E to inform staff and implement</p> <p>Ongoing monitoring and review</p> <p>H of E to implement screening questions for all visitors</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 within the Education Estate 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>H of E to inform staff and implement</p> <p>Ongoing monitoring and review</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 H of E 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 H of E 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 		<p>H of E to inform staff and implement</p> <p>Ongoing</p>
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Ventilation

Good ventilation should be encouraged in all areas were possible. In order to increase ventilation and the supply of fresh air windows and doors (except fire/security doors) can be opened. Fans can be used to assist in circulating stagnant air to improve circulation as the risk of transmission is extremely low.

It is important to note that when opening windows to increase ventilation that window restrictors should remain in place and **not** disengaged.

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 and supervised to ensure physical distancing is being adhered to • 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>		H of E to inform staff & pupils and implement Ongoing
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14.		Fire Safety	COVID-19 infection	Pupils and Staff Contractors Visitors	Fire Safety is paramount however arrangements will vary between establishments and the following must be taken into consideration:- <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) 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.	Moderate	Ongoing Monitoring and Review Review of fire procedures / fire risk assessment and fire safety management system to be completed
15		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

Signed:	Title:	Date:
Signed:	Title:	Date:
Signed:	Title:	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
2	PPE & RPE	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
1 & 2	Disposable Face Masks	Yes	Yes	N/A		Labelled Poly pocket (or similar)
1 & 2	Disposable Apron	Yes	Yes	N/A		Staff room/locker Storage area
1 & 2	Disposable gloves	Yes	Yes	N/A		
1 & 2	Face Shield	Yes	Yes	Pre - Use inspection by user		

Hazard/Risk Behaviour	Potential Injury/ Damage	Level of risk	Persons at risk	Preventative Strategies	Reactive Strategies
Spreading the virus.	Contracting virus	Low	Children Staff	<p>Pupils do not need to socially distance with each other.</p> <p>Staff should socially distance with each other at a distance of 2 metres and should distance with pupils where possible.</p> <p>Pupils will return in a staggered start and enter via specified gates.</p> <p>Staggered playtime and lunchtime.</p> <p>No parents or visitors to enter school, unless arranged via appointment.</p> <p>Visitors and parents to wear face coverings in the building.</p> <p>Please ensure you adhere to the protocols to keep everyone safe.</p> <p>Please ensure that there are only 2 people in the Admin Office at any point.</p> <p>Minimise photocopying wherever possible.</p> <p>Staff and pupils to follow a one way system around the corridors. (Turn right when you leave a class)</p>	
Leaving germs on front door entry system or front door handle	Contracting virus	Low	Children Staff	Staff who enter the building before 8.30am must use their fob where possible and avoid the buzzer.	

Bringing germs into school	Contracting virus	Low	Children Staff	<p>No parents allowed in the building unless by prior arrangement. (Twitter page updated, posters on school buildings and Group Call messages sent).</p> <p>School Staff should only use the designated entrance to the school, staff will enter through the open door and proceed to staff room or designated toilet to wash their hands. (All doors up to staff room will be left opened to prevent cross contamination).</p> <p>Nursery staff use own fobs and door and wash hands, entering building via nursery door.</p> <p>Staff will use antiseptic / antibacterial wipes to clean own phones and Ipads. Staff will sign in the fire register using own pen.</p> <p>Any visitors to the school will need to follow the hygiene routine as described above and must adhere to social distancing (Office staff will complete the visitor book for them and remind them of social distancing)</p>	
Social distancing	Contracting virus	Low	Children Staff	<p>Wash hands frequently using soap and water for at least 20 seconds when you get into work, blow your nose, touch your face, sneeze, cough, eat or handle food.</p> <p>Avoid touching your eyes, nose and mouth with unwashed hands.</p> <p>Cover your cough or sneeze with a tissue or into your elbow. Put the tissue into the bin.</p> <p>Adults should stay 2 metres at least three steps away from everyone in the building.</p> <p>Ventilate areas that you are working in (open the windows).</p> <p>Sit at least 2 metres away from people in staff communal areas.</p> <p>Children should have their own resources there is no need to share.</p> <p>Ipads should be cleaned before use each morning by pupils.</p>	

Playground	Catching the virus	Medium	Children Staff	Children will play with one another and be reminded to be social distant with staff. Pupils do not need to be social distant with each other in play activities. Children will wash their hands in the toilet before and after each break.	
Toilets	Catching the virus	Low	Children Staff	Children will only use the toilets as designated to their teaching area during teaching time / handwashing. Staff will only use designated staff toilets. Everyone will wash their hands for at least 20 secs after using the toilet.	
Showing signs of infection	Catching the virus	Low	Children Staff	Staff will be given a guidance note with the current NHS symptom guidance.	Report any symptoms or concerns to HT or the responsible person in the building. Staff or child to leave building and follow GCC procedures for containment and reporting. Whilst waiting for transport/ collection, use medical room
Fire in school building	Injury	Low	Children Staff	Normal processes apply: Proceed to the nearest exit; disregard one way corridor signage Go to designated muster points Bring the register; Complete the headcount and indicate to SLT if all children are present;	

Speaking to Parents	Catching the virus	Low	Staff	If a parent needs to speak to staff, please encourage them to call in or if essential, please speak to the parent outside the building keeping the 2m social distancing. If staff need to speak to parent, in the first instance please phone the parent, if this is not suitable please speak to them outside the building adhering to social distancing.	
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Considerations	Plan	Comments
Arrival at school and entry	<i>Parents are not to come into the playground. (P1 parents can enter playground for three days) Child enters the playground from the designated gate. Temporary signage on gate. Parents advised not to wait via groupcall and Twitter. Children gather in their small groups in designated areas before being brought into school. They wash hands before going to classroom area. Children to come into playground no more than 5 minutes before staggered start time.</i>	<i>We will review this regularly – as alternative approach could be: Children are guided to the playground area by a member of staff /buddy. Parents handover child from the gate. Only one parent per family. Teachers will take pupils to wash their hands before going to classroom</i>
Breakfast Club	<i>Breakfast club available from 8.00. Children wash their hands on entry. Breakfast is delivered ready made on a tray. Children wash their hands before making their way to their classroom with their class.</i>	<i>Breakfast club pupils will join playground after breakfast club.</i>
Classroom management	<i>Each teacher plans out their teaching spaces. Existing furniture can be used effectively to support this. Where there is a sink in the classroom, soap and paper towels should be available. Bin placed near sink. Box of tissues in each class. Classrooms to be kept well-ventilated – keep class doors open when teaching to prevent touch point. Reduce the range of resources to be used in the classroom. Reduce the sharing of resources as much as possible. Individual learning packs being created for pupils Children and teacher should agree the handwashing routine for the day for their group.</i>	<i>Resources will need to be wiped down between at the end of each day – pupils, support staff and teachers. This is a good exercise for the group to engage with. It will reinforce the importance of handwashing if children are part of the decision-making.</i>
Timing of school day	<i>Pupils will have a staggered start P 4-7 9.00 – 3.00 P1-3 9.15 – 3.15 Staggered playtimes and lunchtimes to minimise congestion in canteen and staff common areas / toilets.</i>	
Planning	<i>Each member of teaching staff has been allocated a class / curricular</i>	

	<p>aspect if NCCT and should plan for these. <i>Planning and monitoring of children's progress to be carried out electronic where possible.</i> <i>Staff are encouraged to familiarised themselves once again with Seesaw and ensure logins and passwords are shared with pupils.</i></p>	
Movement around the school	<p><i>Corridors have been designated as one-way and signage placed.</i> <i>This will allow staff to keep socially distant from pupils and colleagues.</i></p>	<p><i>Scientific advice is that crossing in corridors represents very low risk of transmission.</i> <i>Staff team will create route and markings</i></p>
Lunchtime	<p><i>Lunch has been allocated 45 minutes.</i> <i>Before lunch, children should wash their hands.</i> <i>Children entitled to free school meals/ purchasing a school meal will go to the Fuel Zone and collect their lunch on a tray. Packed lunches eat at the table. Pupils will order lunch in class each morning and a sticker system implemented to alert catering staff to what a child has ordered.</i> <i>GCC have encouraged cashless lunchtimes – arrangements are being made for parents to make payments by BACS.</i> <i>Tables to be wiped down after each child leaves to go out to play in their respective playgrounds.</i> <i>Children should wash their hands on return to class.</i></p>	<p><i>Timings for lunch will be reviewed in light of experience where necessary.</i> <i>This will impact on the end of the school day.</i></p> <p><i>Staff to send numbers for lunches each day to office to share with catering staff.</i></p>
Playtimes	<p><i>Playground procedures remain the same.</i></p> <p><i>Pupils will not be encouraged to share equipment.</i> <i>Pupils should not share snack.</i></p>	
First Aid	<p><i>Procedure for minor accidents - SFLw should offer pupils to self care for minor injuries, contact should be for as short a time as possible applying any First Aid. First Aid Kit with plasters and wipes have been ordered.</i> <i>First Aid station will be located in the playground for more serious incidents. PPE will be used if required</i> <i>Should any accident or emergency require prolonged close contact the First Aider should wear gloves and apron.</i></p>	
Fire procedure	<p><i>All normal processes apply with regards to Fire Safety Procedures</i> <i>Proceed to the nearest exit – do not use one-way system</i> <i>Go to the designated area ensuring social distancing is maintained once there</i> <i>Teachers bring register as is usual practice</i> <i>Teachers complete the headcount and indicate to SLT if all children are present</i></p>	<p><i>A practice fire drill be held for each group in the first two weeks of term.</i></p>
Protocol for child/member of staff displaying symptoms of COVID-19	<p><i>Our first aid room has a window and is the designated area. Child should be placed there awaiting collection from parent. Office staff contact parent for immediate collection. Window should be opened to</i></p>	<p><i>Full health and safety advice on Glasgow On-line</i></p>

	<p><i>allow for good ventilation.</i></p> <p><i>Door to be left open so that child can be supervised safely from a distance by a member of staff with a radio.</i></p> <p><i>Should the child be distressed and need comforted then first aider should wear apron and gloves.</i></p>	
Toilets	<p><i>Encourage children to use toilet at handwashing time.</i></p> <p><i>Posters regarding good hand washing and hygiene will be in place.</i></p> <p><i>Children should wash their hands before returning to class. Any concerns then they can wash them again in the class sink or use sanitiser.</i></p>	
Outdoor learning	<p><i>Teachers will be planning for outdoor learning as much as possible. This should be integrated into children's learning.</i></p> <p><i>Teachers wishing to take their group outside should plan for this in partnership with SLT who will maintain an overview to ensure that not too many are outside.</i></p> <p><i>Timetable for outdoor PE will be developed. - GH</i></p> <p><i>All equipment required for recording, drawing, writing or whatever whilst outdoors should be taken out by children individually e.g. each child could have their own plastic pocket/bag containing what they need. On leaving and entering the school building children should wash hands.</i></p> <p><i>Additional Outdoor resources have been ordered – GH</i></p> <p><i>School gardens being refreshed, pupils encouraged to continue to develop these.</i></p>	<p><i>Outdoor learning is to be encouraged for all topics. Small areas of the playground can be designated to maximise numbers.</i></p>
Communication with parents	<p><i>We will be promoting ongoing, regular communication regarding key messages.</i></p> <p><i>We will use existing methods and channels of communication with parents/carers to reduce the need for face to face meetings/contact. If a meeting is required then we will ensure that social distancing is adhered to alongside Public Health Guidance.</i></p>	<p><i>SLT will meet with parents, only if necessary and by a pre-arranged appointment to ensure at a time where contact with others in school is at a minimum.</i></p> <p><i>The need for parents' evenings will be reviewed to take account of up to date guidance from Scottish Government.</i></p>
Staff areas	<p><i>The same social distancing and hand washing hygiene applies to all staff.</i></p> <p><i>Breaks should be staggered as per children's breaks to avoid congestion/contact.</i></p> <p><i>Staff should ensure that they use their own eating and drinking utensils.</i></p> <p><i>All areas and surfaces should be kept as clear and clean; all dishes should be washed, dried and tidied away for good hygiene.</i></p> <p><i>Safe, hygienic and labelled food storage is necessary for shared fridges by staff.</i></p> <p><i>Universal signage should continue into any staff areas/bases and</i></p>	<p><i>Staff room can be used</i></p> <p><i>Room 11 may be used as a staff rest area if not used as a teaching area.</i></p>

	<i>offices. Toilets available for staff use - Medical Room, Outside Gail's office, Outside Allan's Office, Rifat's room. Avoid using toilets in DHT rooms</i>	
Allocation of work for teachers/support staff at 'moderate risk' if deemed appropriate by council that separate risk assessment is required	<i>Staff have been asked to identify themselves to HT and to meet with HT to discuss any individual needs and risk assessment.</i>	

Risk Rating Scale

	Slightly Harmful	Harmful	Extremely Harmful
Highly Unlikely	TRIVIAL RISK	MODERATE RISK	MODERATE RISK
Unlikely	MODERATE RISK	MODERATE RISK	SUBSTANTIAL RISK
Likely	MODERATE RISK	SUBSTANTIAL RISK	INMODERATE RISK

Risk Level	Action and Timescale
TRIVIAL	No action is required and no documentary records need to be kept.
MODERATE	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.
INMODERATE 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.

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