**Falkirk route map through and out of the crisis: A framework for reopening schools, early learning and childcare provision in Falkirk**

**Local Phased Recovery and Delivery Plan to support the reopening of schools**

**RISK ASSESSMENT: St. Bernadette’s Primary School**

**REOPENING OF SCHOOLS: Version 2**

**APPLICABLE TO ALL SCHOOLS**

|  |  |
| --- | --- |
| **PERSONS IDENTIFIED AT RISK (Direct and Indirect)**  Consider those especially vulnerable (young/ inexperienced workers, members of the public,  school pupils, the elderly, residents and contractors) | * Council Staff * Pupils * Contractors * Visitors |
| **An Equality & Poverty Impact Assessment** ofprotected characteristics of these persons will be carried out separately | * Age * Gender * Ethnicity * Poverty * Disability |

**Version history**

|  |  |  |
| --- | --- | --- |
| **Version** | **Date** | **Summary of Changes** |
| V2.1 | 04/08/20  Reviewed 2.11.20  Reviewed January 2021  Reviewed 26.3.21  Reviewed 19.8.21  Reviewed 4.11.21  Reviewed 17.3.22 | Previous guidance replaced to reflect [Coronavirus (COVID-19): Guidance on preparing for the start of the new school term in August 2020](https://www.gov.scot/binaries/content/documents/govscot/publications/advice-and-guidance/2020/07/coronavirus-covid-19-guidance-preparing-start-new-school-term-august-2020/documents/coronavirus-covid-19-guidance-preparing-start-new-school-term-august-2020/coronavirus-covid-19-guidance-preparing-start-new-school-term-august-2020/govscot%3Adocument/coronavirus-covid-19-guidance-preparing-start-new-school-term-august-2020.pdf) Summary of changes on page 2 |

**Risk Assessment: Reopening of schools: Issue 2**

**Summary of Changes**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **V0.2** | **Hazards identified** | **V2.1** | **Hazards identified** | **Summary of significant changes** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Reopening of school building & site** | | | | |
| 1.1 | Ensuring the building and grounds are safe and fit for purpose |  | Ensuring the building and grounds are safe and fit for purpose | No change |
| 1. **Access to grounds & school building** | | | | |
| 2.1 | Parent/ Carers gather at entrances, exits, car parking or in the school grounds. | 2. | Pupils and parents congregate at exits and entrances, car parks making physical distancing measures difficult to apply and risks pupil groups mixing | Alignment of local risk assessment with current national guidance |
| 2.2 | People accessing main entrances or school receptions (including contractors & deliveries) breaching physical distancing guidelines. | 3. | Groups of people gather in reception (parents, visitors, deliveries) which risks breaching physical distancing guidelines | Rewording |
|  |  | 4. | **New** - Contractors on site whilst school is in operation may pose a risk to social distancing and infection control | Exemplification of the hazard |
| 2.3 | The start and end of the school day create risks of breaching physical distancing guidelines. | 5. | The start and end of the school day create risks of contact between groups of pupils and breaching of physical distancing guideline (parents and carers) | Alignment of local risk assessment with current national guidance |
| 2.4 | Available capacity of the school is reduced when physical distancing guidelines are applied. | | | Delete |
| 2.5 | Movement around the school risks breaching physical distancing guidelines | 6. | Movement around the school risks contact between pupil groups and physical distancing for staff | Alignment of local risk assessment with current national guidance |
| 2.6 | Classroom/ learning spaces will not allow adequate physical distancing | 7. | The size and configuration of classrooms and teaching spaces does not allow teachers and support staff to comply with physical distancing measures | Alignment of local risk assessment with current national guidance |
| 2.7 | Communal outdoor play equipment /MUGAs are potential transfer points of infection between pupil “bubbles” | 8. | Communal outdoor play equipment /MUGAs are potential transfer points of infection between pupil groups | Alignment of local risk assessment with current national guidance |
|  |  | 9. | The use of shared spaces (e.g. hall, dining room) risks different pupil groups mixing | Alignment of local risk assessment with current national guidance |
| **V0.2** | **Hazards identified** | **V2.1** | **Hazards identified** | **Summary of significant changes** |
|  |  | 10. | The use of specialist learning spaces (e.g. science labs, technology, ICT suites and arts areas) risk the spread of infection between pupil groups | Alignment of local risk assessment with current national guidance |
|  |  | 11. | The use of spaces for support for learning, inclusion, withdrawal of pupils, detentions risks the spread of infection | Alignment of local risk assessment with current national guidance |
| 1. **Risks to pupils** | | | | |
| 3.1 | Pupils forget to wash their hands regularly and frequently | 12. | Pupils forget to wash their hands regularly and frequently | No change |
| 3.2 | Pupils not maintaining/observing physical distancing within the school environment. | | | delete |
| 3.3 | Pupils may not observe physical distancing at lunch and break times | 13. | Pupil groups may mix at lunch and break times | Alignment of local risk assessment with current national guidance |
| 3.4 | Eligible pupils do not continue to receive free school meals on the days that they are not in school | | | delete |
| 3.5 | Pupils’ behaviour on return to school does not comply with physical distancing guidance | 14. | Pupils’ behaviour on return to school does not comply with the new guidance on operating within pupil groups | Alignment of local risk assessment with current national guidance |
| 3.6 | Pupils with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them | 15. | Pupils who are clinically vulnerable or have been shielding are not identified so measures have not been put in place to protect them | Alignment of local risk assessment with current national guidance |
| 3.7 | Queues for toilets and handwashing risk non-compliance with physical distance measures | 16. | Queues for toilets and handwashing risk non-compliance with physical distance measures between pupils from different groups | Alignment of local risk assessment with current national guidance |
| 3.8 | Changes to bus schedules as a result of COVID-19 adversely affect pupils attendance and punctuality and do not align with staggered start and departure times | 17. | Home to school transport do not align with locally managed start and end of day arrangements. | Alignment of local risk assessment with current national guidance |
| 3.9 | The use of public and school transport by pupils poses risks in terms of physical distancing | | | Delete |
| 1. **Risks to staff** | | | | |
| 4.1 | Existing/ new staff are unaware of up to date information.  Policies, Procedures or Guidance | 18. | Existing/ new staff are unaware of up to date information leading to risk to health.  Policies, Procedures or Guidance | Rewording |
| 4.2 | Insufficient or inadequate levels of PPE for staff | 19. | Provision of PPE for staff where required is not in line with Scottish Government guidelines | Alignment of local risk assessment with current national guidance |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **V0.2** | **Hazards identified** | **V2.1** | **Hazards identified** | **Summary of significant changes** |
| 4.3 | Staff rooms and offices do not allow for physical distancing & hygiene guidelines | 20. | The configuration of staff rooms and offices makes compliance with physical distancing measures problematic | Rewording |
| 4.4 | The use of fabric chairs may increase the risk of the virus spreading | 21. | The use of fabric chairs may increase the risk of the virus spreading | No change |
| 4.5 | The learning environment does not have a sink in place for staff wash their hands | 22. | The learning environment does not have a sink in place for staff wash their hands | No change |
| 4.6 | The lack of availability of designated First Aider | 23. | The lack of availability of designated First Aider | No change |
| 4.7 | The number of staff who are available is lower than that required to teach classes in school and operate effective home learning | 24. | The number of staff who are available is lower than that required to teach classes and support pupils. | Alignment of local risk assessment with current national guidance |
| 1. **Cleaning & Waste Disposal** | | | | |
| 5.1 | Cleaning capacity is reduced so that ongoing cleaning of surfaces are not undertaken to the specification required | 25. | Cleaning capacity is reduced so that ongoing cleaning of surfaces are not undertaken to the specification required | No change |
| 5.2 | Inadequate supplies of consumables (soap, paper towels and toilet rolls) and hand sanitizer mean that pupils and staff do not adhere to hand hygiene | 26. | Inadequate supplies of consumables (soap, paper towels and toilet rolls) and hand sanitizer mean that pupils and staff do not adhere to hand hygiene | No change |
| 5.3 | Schools have not received a thorough deep clean. | | | Delete |
| 5.4 | There is a risk of contamination at high touch points | 27. | There is a risk of contamination at high touch points | No change |
| 5.5 | Incorrect disposal of PPE/ contaminated waste | 28. | Incorrect disposal of PPE/ contaminated waste | No change |
| 1. **Suspected cases of Covid-19** | | | | |
| 6.1 | Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms | 29. | Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms | No change |
| 6.2 | Staff, pupils and parents are not aware of the school’s procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19 | 30. | Staff, pupils and parents are not aware of the school’s procedures (including self-isolation and testing) should anyone display symptoms of COVID-19 | No change |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **V0.2** | **Hazards identified** | **V2.1** | **Hazards identified** | **Summary of significant changes** |
| 6.3 | Staff, pupils and parents are not aware of the school’s procedures should there be a confirmed case of COVID-19 in the school | 31. | Staff, pupils and parents are not aware of the school’s procedures should there be a confirmed case of COVID-19 in the school | No change |
| 6.4 | Testing is not used effectively to help manage staffing levels and support staff wellbeing | 32. | NHS Test and Trace is not used effectively to help manage infection control amongst pupils and staff, maximise staffing levels and support staff wellbeing | Alignment of local risk assessment with current national guidance |
| 6.5 | Medical/ designated shielding rooms are not adequately equipped or configured to maintain infection control | 33. | Medical/ designated shielding rooms are not adequately equipped or configured to maintain infection control | No change |
| 1. **Communications** | | | | |
| 7.1 | Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health | 34. | Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health | No change |
|  |  | 35. | **New** - Parents and carers are not fully informed of the health and safety requirements for the reopening of the school | Exemplification of the hazard |
|  |  | 36. | **New** - Parents and carers may not fully understand their responsibilities should a child show symptoms of Covid-19 | Exemplification of the hazard |
| 1. **Additional site-specific issues & risks** | | | | |
|  |  | 37. | **New** - Risks are not assessed in every area of the school in light of Covid-19, leading to breaches of physical distancing and hygiene guidance. | Exemplification of the hazard |

**Risk Assessment Explanatory Notes**

A risk assessment is a careful examination of tasks and activities in the workplace which can cause harm. Managers need to ensure Risk Assessments are carried out for all activities where workplace hazards could affect the health and safety of employees, service users, pupils, volunteers, contractors or members of the public. Risk Assessments should also consider possible damage to property or the environment.

To complete the risk assessment you should understand the following definitions:

**Hazard**: something with the potential to cause harm or damage to someone or something

**Harm:** injury, ill health, psychological harm, industrial disease, death, loss or damage.

**Risk**: the chance or likelihood that a particular hazard could cause harm.

The person carrying out the risk assessment should first identify the hazards arising from the task or activity and the control measures already in place. The risk rating can be calculated using the risk matrix below and appropriate action taken.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **HOW TO CALCULATE THE RISK RATING:**  **MULTIPLY the LIKELIHOOD by the SEVERITY e.g.**  **Possible (3) X Significant (3) = Risk Rating of (9) =**  **MEDIUM RISK** | | | | | **Critical /**  **Fatal (5)** | | **Severe (4)** | **Significant (3)** | **Marginal (2)** | **Negligible (1)** | **Severity**  **Index** | |
| **Likelihood Index** | | | Highly Probable (5) | | **2 25** | | **2 20** | **15** | **10** | **5** |
| **Probable (4)** | | **20** | | **16** | **12** | **8** | **4** |
| **Possible (3)** | | **15** | | **12** | **9** | **6** | **3** |
| **Unlikely (2)** | | **10** | | **8** | **6** | **4** | **2** |
| **Very Unlikely (1)** | | **5** | | **4** | **3** | **2** | **1** |
| **HIGH RISK**  **(10-25)** | | **High level of risk. The Health, Safety & Wellbeing team must be consulted prior to the completion of this risk assessment.** | | | | | | | | | | |
| **MEDIUM RISK**  **(5-9)** | | **Acceptable level of risk but only if subject to regular active monitoring. Action plan required to reduce risk to as low a level as reasonably practicable.** | | | | | | | | | | |
| **LOW RISK**  **(1-4)** | | **Acceptable level of risk subject to regular passive monitoring.** | | | | | | | | | | |
| **Likelihood (L) Index** | | | | | **Severity (S) Index** | | | | | | | |
| **Very unlikely** | | Activities well managed and all reasonable precautions taken. Exposure to the hazard could only occur under exceptional situations. | | | **Negligible** | | Minor injury not affecting a person’s ability to perform their normal range of activities. | | | | | |
| **Unlikely** | | Activities generally well managed. Exposure to the hazard limited to occasional lapses in following control measures. | | | **Marginal** | | Injury or illness preventing a person from performing their normal range of activities for up to seven days. | | | | | |
| **Possible** | | Exposure to the hazard is unlikely under normal conditions but may occur in non‑routine situations. | | | **Significant** | | Injury or illness preventing a person from performing their normal range of activities for more than seven days. | | | | | |
| **Probable** | | Insufficient or substandard controls in place. Exposure to the hazard through the action/inaction of individuals may be possible but more likely due to inadequate controls. | | | **Severe** | | Injury or illness specified in RIDDOR.  **OR**  Activity or its impacts lead to breach of a regulatory or other duty. | | | | | |
| **Highly Probable** | | Under current conditions exposure to hazards is almost certain. | | | **Critical/ Fatal** | | Death or permanent disability to an individual. | | | | | |

**Contents: Operational Risk Assessment: Reopening Schools**

**Risk Headers**

|  |  |
| --- | --- |
| 1. Reopening of school building & site | 9 |
| 1. Access to grounds and school building | 10 |
| 1. Risk to pupils | 14 |
| 1. Risks to staff | 16 |
| 1. Cleaning and waste disposal | 19 |
| 1. Suspected case of Covid-19 | 20 |
| 1. Communications 2. Additional site-specific issues and risks | 22  24 |

**Completion**

|  |  |
| --- | --- |
| 1. Certification | 25 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Hazards identified** | **Risk Rating**  **(LxS=RR)** | **Considerations to mitigate the risk** | **Note of actions taken to mitigate the risk** | **Status** |
|  | **Reopening of school building & site** |  |  |  |  |
| 1. | Ensuring the building and grounds are safe and fit for purpose | 3x3=9  MEDIUM | Reopening of schools – buildings checklist   * Part 1 - to be completed by Developments Services. * Part 2 - to be completed by Children’s Services Asset Team. * Part 3 - to be completed by Head of Establishment. | * Refer to the checklist for actions that have been completed.   Note: Fire Risk Assessment and Evacuation Procedures must be reviewed, updated and all staff and pupils informed of any changes. | Complete  Work in Progress  Not applicable in setting |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Hazards identified** | **Risk Rating**  **(LxS=RR)** | **Considerations to mitigate the risk** | **Note of actions taken to mitigate the risk** | **Status** |
|  | **Access to grounds and school building** |  |  |  |  |
| 2. | Pupils and parents congregate at exits and entrances, car parks making physical distancing measures difficult to apply and risks pupil groups mixing | 4x3=12  HIGH | Physical distancing & hygiene in schools   * Section 16 – Drop off and pick up arrangements * Section 17 – Car access to school grounds * Section 20 – Parents/ carers physical distancing * Section 33 – Public Access to the school grounds during the school day * Section 42 – Signage and direction markers | **Section 16 – Drop off and pick up arrangements**  **ELC**   * Parents will drop off / collect their child from the ELC fire door. There will be no access for parents/carers into the ELC setting. Parents are requested to wear face covering.   **Primary School**   * Pupils will enter/exit classroom through own entrance/fire door, straight into classroom area. * Pupils/parents will enter via single gate at top of playground. * P4-7 will exit by bottom double gate at bottom of playground, beside Muga. * Only parents/carers of pupils in P1 will be allowed to enter the playground before school. However, physical distancing of 2m must be maintained. No parent/carer of pupils from P2-7 will be allowed entry into the playground before school. * Parents/carers of pupils from P1-3 will be allowed into the playground to collect their child at the end of the school day. The playground gate will be unlocked at 2.45pm. 2m physical distancing must be adhered to. * P1 parents will collect pupils from area beside roundabout and small play hut. * P2 parents will collect from area beside large hut called Woody. * P3 parents will collect from fence outside classroom. * P4 – 7 parents will collect from outside of playground. * Parents are requested to wear face covering.   **Section 17 – Car access to school grounds**   * Parents/careers who are Blue Badge holders will be permitted access to the car park. * Janitor will assist to control number of cars entering car park. * Parents will be encouraged to drop their child off and leave the car park.   **Section 20 – Parents/ carers physical distancing**   * All parents/carers are always expected to maintain between 1m and 2m physical distancing.   **Section 33 – Public Access to the school grounds during the school day**   * There will be no public access to the school grounds during the day. * The playground gates will be locked at 9.10am and reopened at 2.45pm.   **Section 42 – Signage and direction markers**   * Local and national guidance will be followed. * SLT / janitors to arrange and display appropriate signage. | Complete  Work in Progress  Not applicable in setting |
| 3. | Groups of people gather in reception (parents, visitors, deliveries) which risks breaching physical distancing guidelines | 2x3=6  MEDIUM | Physical distancing & hygiene in schools   * Section 18 - Parent/ Carer access to the school building. * Section 19 – Parents evenings/ meeting * Section 20 – Parents/ carers physical distancing * Section 33 - Public access to school grounds during the school day * Section 40 – Reception arrangements * Section 42 – Signage and direction markers | **Section 18 - Parent/Carer and Visitors access to the school building.**   * Parents/Carers and Visitors are requested to wear face covering. * Parents will only be able to access the school reception area. The sliding window in the office will always remain closed. This will be opened to a minimum distance to allow effective hearing when engaging with parents. * Parents may enter reception to access the school swap shop. Face coverings and 2m physical distancing should be adhered to. * Parents may place any unforgotten items in the red box in reception.   **Section 19 – Parents evenings/ meeting**   * Parent Consultation will be via virtually through Parents Booking System or telephone * Expectation is for all staff to engage with parents through telephone contact, email, SeeSaw App and Twitter. * Emails from parents should come through the main school email address where it will be redirected to appropriate staff. * The Community Room will be used for individual meetings. During meetings the window should be opened and remain open for a significant period after. Following all meetings all surfaces, including chairs, table and doors handles, should be wiped down with disinfected wipes/spray. * Face coverings will be expected to be worn by both staff and parents/carers or visitors during a face to face meeting. * Local and national guidance will be followed.   **Section 20 – Parents/ carers physical distancing**   * All parents/carers and visitors are always expected to maintain 1-2m physical distancing.   **Section 33 - Public access to school grounds during the school day**   * There will be no public access to the school grounds during the day. * The playground gates will be locked at 9.10am and reopened at 2.45pm.   **Section 40 – Reception arrangements**     * Parents/Carers will only be able to access the school reception area. The sliding window in the office will always remain closed. This will be opened to a minimum distance to allow effective hearing when engaging with parents. * Parents may enter reception to access the school swap shop. Face coverings and 2m physical distancing should be adhered to. * Parents may place any unforgotten items in the red box in reception. * Parents/carers are expected to wear a face covering if entering reception.   **Section 42 – Signage and direction markers**   * Local and national guidance will be followed. * SLT / janitors to arrange and display appropriate signage. | Complete  Work in Progress  Not applicable in setting |
| 4. | Contractors on site whilst school is in operation may pose a risk to social distancing and infection control | 2x3=6  MEDIUM | Physical distancing & hygiene in schools   * Section 3 – Operational risk assessment for school reopening * Section 34 – Facilities management. * Section 40 – Reception arrangements | **Section 3 – Operational risk assessment for school reopening**   * Review will occur during weekly team meeting, as required.   **Section 40 – Reception arrangements**   * Parents/Carers will only be able to access the school reception area. The sliding window in the office will always remain closed. This will be opened to a minimum distance to allow effective hearing when engaging with parents. * Parents may enter reception to access the school swap shop. Face coverings and 2m physical distancing should be adhered to. * Parents may place any unforgotten items in the red box in reception. * Parents/carers are expected to wear a face covering if entering reception. | Complete  Work in Progress  Not applicable in setting |
| 5. | The start and end of the school day create risks of contact between groups of pupils and breaching of physical distancing guideline (parents and carers) | 4x3=12  HIGH | Physical distancing & hygiene in schools   * Section 16 – Drop off and pick up arrangements * Section 20 – Parents/ carers physical distancing * Section 35 – Home to school transport (including dedicated taxis) * Section 36 – On arrival * Section 37 – Late arrivals * Section 38 – At the end of the school day * Section 39 – Late pick ups * Section 43 – Cloakrooms | **Section 16 – Drop off and pick up arrangements**  **ELC**   * Parents will drop off / collect their child from the ELC fire door. There will be no access for parents/carers into the ELC setting. Parents are requested to wear face covering.   **Primary School**   * Pupils will enter/exit classroom through own entrance/fire door, straight into classroom area. * Pupils/parents will enter via single gate at top of playground. * P4-7 will exit by bottom double gate at bottom of playground, beside Muga. * Only parents/carers of pupils in P1 will be allowed to enter the playground before school. However, physical distancing of 1-2m must be maintained. No parent/carer of pupils from P2-7 will be allowed entry into the playground before school. * Parents/carers of pupils from P1-3 will be allowed into the playground to collect their child at the end of the school day. The playground gate will be unlocked at 2.45pm. 1-2m physical distancing must be adhered to. * P1 parents will collect pupils from area beside roundabout and small play hut. * P2 parents will collect from area beside large hut called Woody. * P3 parents will collect from fence outside classroom. * P4 – 7 parents will collect from outside of playground. * Parents/Carers are requested to wear face covering.   **Section 20 – Parents/ carers physical distancing**   * All parents/carers are always expected to maintain 1-2m physical distancing.   **Section 35 – Home to school transport (including dedicated taxis)**   * At present one bus operates from St. Bernadette’s. Local and national guidance will be followed. * At the moment, there is no need for physical distancing between pupils on school transport, * Pupils will be asked to use hand sanitiser prior to entering the bus.   **Section 36 – On arrival**   * All pupils will wash their hands at the sink in their classroom every time they enter and leave the building, ie, on arrival, before/after interval, before/after lunch and on exit.   **Section 37 – Late arrivals**   * All late pupils after the playground gate is locked will enter through school reception. Hand sanitiser will be available for pupils to use before entering the main school building.   **Section 38 – At the end of the school day**   * See section 16 above. * Any pupils attending First 4 Kids, after school childcare, will go directly to the bus queue.   **Section 39 – Late pick ups**   * All pupils who have not been collected on time will wait in reception area.   **Section 43 – Cloakrooms**   * Pupils will be discouraged from bringing personal items from home. * Shoes will not be changed during the day. | Complete  Work in Progress  Not applicable in setting |
| 6. | Movement around the school risks contact between pupil groups and physical distancing for staff | 3x3=9  MEDIUM | Physical distancing & hygiene in schools   * Section 25 – Proportionality (secondary) * Section 41 – Movement * Section 42 – Signage and direction markers * Section 52 – Interval * Section 53 – Lunchtime | **Section 41 – Movement**   * There should be limited movement to the school office. If teacher requires assistance, then a telephone in each room will be used. * All classroom environments have access to hand washing facilities. * All adults should wear face coverings in corridors and staff room.   **Section 42 – Signage and direction markers**   * Local and national guidance will be followed. * SLT / janitors to arrange and display appropriate signage.   **Section 52 – Interval**   * Unless there is good reason then pupils should not be allowed to remain in class * Pupils should wash their hands before and after interval. * Playground supervision will be by SfLA and SLT * No physical distancing of pupils is required when out in the playground. Adults should adhere to 1-2m physical distancing.   **Section 53 – Lunchtime**   * Pupils will eat their packed lunch in the classroom * School meals will be eaten in the lunch hall, supervised by SLT * Pupils should wash their hands before and after having lunch. * Other than eating, pupils are not permitted to remain in the building at lunchtime. * Playground supervision will be by SfLA and SLT * No physical distancing of pupils is required when out in the playground. Adults should adhere to 1-2m physical distancing. | Complete  Work in Progress  Not applicable in setting |
| 7. | The size and configuration of classrooms and teaching spaces does not allow teachers and support staff to comply with physical distancing measures | 4x3=12  HIGH | Physical distancing & hygiene in schools   * Section 25 – Proportionality (secondary) * Section 42 – Signage and direction markers | **Section 42 – Signage and direction markers**   * Local and national guidance will be followed. * SLT / janitors to arrange and display appropriate signage. | Complete  Work in Progress  Not applicable in setting |
| 8. | Communal outdoor play equipment /MUGAs are potential transfer points of infection between pupil groups | 2x3=6  MEDIUM | Physical distancing & hygiene in schools   * Section 29 - Playground | **Section 29 – Playground**   * No physical distancing of pupils is required when out in the playground. Adults should adhere to 1-2m physical distancing. | Complete  Work in Progress  Not applicable in setting |
| 9. | The use of shared spaces (e.g. hall, dining room) risks different pupil groups mixing | 3x3=9  MEDIUM | Physical distancing & hygiene in schools   * Section 23 – Physical distancing at school (primary & early years) * Section 24 – Physical distancing at school (secondary) * Section 26 – Minimising contact (grouping) * Section 41 - Movement * Section 42 – Signage and direction markers * Section 43 – Cloakrooms * Section 47 - Ventilation * Section 56 – Cleaning regime for schools and early years establishments | **Section 23 – Physical distancing at school (primary & early years)**  **ELC**   * Children in ELC will not have to physically distance or stay 1 or 2 metres apart from one another. * Adults in ELC will not need to physically distance from children they are caring for. ELC practitioners can play with children, help them with activities. (including hand washing) or give them a cuddle if they need one.   **Primary schools**   * Children in primary schools will not have to ‘physically distance’ or stay 1 or 2 metres apart from one another while in school. * Wherever possible, there will be a physical distance of 1-2 metres between adults and children. This is because adults are at greater risk than children from the virus. * This 2-metre requirement may not apply to younger primary school children (P1 and P2) or children with additional support needs who may need personal or intimate care. * Full PPE should be worn for medical issues * Face coverings in corridors and staff room for adults   **Section 41 – Movement**   * There should be limited movement to the school office. If teacher requires assistance, then a telephone in each room will be used. * All classroom environments have access to hand washing facilities. * All adults should wear face coverings in corridors and staff room.   **Section 42 – Signage and direction markers**   * Local and national guidance will be followed. * SLT / janitors to arrange and display appropriate signage.   **Section 43 – Cloakrooms**   * Pupils will be discouraged from bringing personal items from home. * Shoes will not be changed during the day.   **Section 47 – Ventilation**   * All internal classroom walls removed to increase ventilation. Windows are encouraged to be open to increase ventilation. * Open windows for at least 10 mins before 9am, during interval and lunch, at 3pm. * All doors to corridor must remain open. * Recommend the wall to corridor is opened. * Encourage outdoor learning daily. * Classroom should be 17c   **Section 56 – Cleaning regime for schools and early years establishments**   * Aligned with local and national guidance. * Evening clean after building users. * Continuous day clean of contact points and toilets. * Reactive cleaning where someone is ill (COVID-19) * Rapid response clean – body fluid removal | Complete  Work in Progress  Not applicable in setting |
| 10. | The use of specialist learning spaces (e.g. science labs, technology, ICT suites and arts areas) risk the spread of infection between pupil groups | 3x3=9  MEDIUM | Physical distancing & hygiene in schools   * Section 23 – Physical distancing at school (primary & early years) * Section 24 – Physical distancing at school (secondary) * Section 26 – Minimising contact (grouping) * Section 41 - Movement * Section 42 – Signage and direction markers * Section 43 – Cloakrooms * Section 47 – Ventilation * Section 50 – Personal care * Section 56 – Cleaning regime for schools and early years establishments | **Section 23 – Physical distancing at school (primary & early years)**  **ELC**   * Children in ELC will not have to physically distance or stay 1 or 2 metres apart from one another while in school. * Adults in ELC will not need to physically distance from children they are caring for. ELC practitioners can play with children, help them with activities. (including hand washing) or give them a cuddle if they need one.   **Primary schools**   * Children in primary schools will not have to ‘physically distance’ or stay 1 or 2 metres apart from one another while in school. * Wherever possible, there will be a physical distance of 1-2 metres between adults and children. This is because adults are at greater risk than children from the virus. * This requirement may not apply to younger primary school children (P1 and P2) or children with additional support needs who may need personal or intimate care. * Full PPE for medical issues * Face coverings in corridors and staff room for adults   **Section 41 – Movement**   * There should be limited movement to the school office. If teacher requires assistance, then a telephone in each room will be used. * All classroom environments have access to hand washing facilities. * All adults should wear face coverings in corridors and staff room.   **Section 42 – Signage and direction markers**   * Local and national guidance will be followed. * SLT / janitors to arrange and display appropriate signage.   **Section 43 – Cloakrooms**   * Pupils will be discouraged from bringing personal items from home. * Shoes will not be changed during the day.   **Section 47 – Ventilation**   * All internal classroom walls removed to increase ventilation. Windows are encouraged to be open to increase ventilation. * Open windows for at least 10 mins before 9am, during interval and lunch, at 3pm. * All doors to corridor must remain open. * Recommend the wall to corridor is opened. * Encourage outdoor learning daily. * Classroom should be 17c   **Section 50 – Personal care**  **Staff**   * All staff advised to wash their hands in line with the NHS guidance. * All staff to wash their hands each time on entering the school, before, during and after classes and before leaving the school. * Hand sanitiser is available at staff entrance and main reception for staff and members of the public to use.   **Pupils**   * All pupils are expected to wash their hands regularly throughout the day. * In particular when entering/exiting the classroom * All classrooms have hand washing facilities available.   **Section 56 – Cleaning regime for schools and early years establishments**   * Aligned with local and national guidance. * Evening clean after building users. * Continuous day clean of contact points and toilets. * Reactive cleaning where someone is ill (COVID-19) * Rapid response clean – body fluid removal | Complete  Work in Progress  Not applicable in setting |
| 11. | The use of spaces for support for learning, inclusion, withdrawal of pupils, detentions risks the spread of infection | 3x3=9  MEDIUM | Physical distancing & hygiene in schools   * Section 23 – Physical distancing at school (primary & early years) * Section 41 - Movement * Section 42 – Signage and direction markers * Section 43 – Cloakrooms * Section 47 – Ventilation * Section 50 – Personal care * Section 56 – Cleaning regime for schools and early years establishments | **Section 23 – Physical distancing at school (primary & early years)**  **ELC**   * Children in ELC will not have to physically distance or stay 1 or 2 metres apart from one another while in school. * Adults in ELC will not need to physically distance from children they are caring for. ELC practitioners can play with children, help them with activities. (including hand washing) or give them a cuddle if they need one.   **Primary schools**   * Children in primary schools will not have to ‘physically distance’ or stay 1 or 2 metres apart from one another while in school. * Wherever possible, there will be a physical distance of 1-2 metres between adults and children. This is because adults are at greater risk than children from the virus. * This requirement may not apply to younger primary school children (P1 and P2) or children with additional support needs who may need personal or intimate care. * Full PPE for medical issues * Face coverings in corridors and staff room for adults   **Section 41 – Movement**   * There should be limited movement to the school office. If teacher requires assistance, then a telephone in each room will be used. * All classroom environments have access to hand washing facilities. * All adults should wear face coverings in corridors and staff room.   **Section 42 – Signage and direction markers**   * Local and national guidance will be followed. * SLT / janitors to arrange and display appropriate signage.   **Section 43 – Cloakrooms**   * Pupils will be discouraged from bringing personal items from home. * Shoes will not be changed during the day.   **Section 47 – Ventilation**   * All internal classroom walls removed to increase ventilation. Windows are encouraged to be open to increase ventilation. * Open windows for at least 10 mins before 9am, during interval and lunch, at 3pm. * All doors to corridor must remain open. * Recommend the wall to corridor is opened. * Encourage outdoor learning daily. * Classroom should be 17c   **Section 50 – Personal care**  **Staff**   * All staff advised to wash their hands in line with the NHS guidance. * All staff to wash their hands each time on entering the school, before, during and after classes and before leaving the school. * Hand sanitiser is available at staff entrance and main reception for staff and members of the public to use.   **Pupils**   * All pupils are expected to wash their hands regularly throughout the day. * In particular when entering/exiting the classroom * All classrooms have hand washing facilities available.   **Section 56 – Cleaning regime for schools and early years establishments**   * Aligned with local and national guidance. * Evening clean after building users. * Continuous day clean of contact points and toilets. * Reactive cleaning where someone is ill (COVID-19) * Rapid response clean – body fluid removal | Complete  Work in Progress  Not applicable in setting |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Hazards identified** | **Risk Rating**  **(LxS=RR)** | **Considerations to mitigate the risk** | **Note of actions taken to mitigate the risk** | **Status** |
|  | **Risk to Pupils** |  |  |  |  |
| 12. | Pupils forget to wash their hands regularly and frequently | 3x3=9  MEDIUM | Physical distancing & hygiene in schools   * Section 05 – Hand hygiene * Section 36 – On arrival * Section 41 – Movement * Section 42 – Signage and direction markers | **Section 05 – Hand hygiene**  **Staff**   * All staff advised to wash their hands in line with the NHS guidance. * All staff to wash their hands each time on entering the school, before, during and after classes and before leaving the school. * Hand sanitiser is available at staff entrance and main reception for staff and members of the public to use.   **Pupils**   * All pupils are expected to wash their hands regularly throughout the day. * In particular when entering/exiting the classroom * All classrooms have hand washing facilities available.   **Section 36 – On arrival**   * All pupils will wash their hands at the sink in their classroom every time they enter and leave the building, ie, on arrival, before/after interval, before/after lunch and on exit.   **Section 41 – Movement**   * There should be limited movement to the school office. If teacher requires assistance, then a telephone in each room will be used. * All classroom environments have access to hand washing facilities. * All adults should wear face coverings in corridors and staff room.   **Section 42 – Signage and direction markers**   * Local and national guidance will be followed. * SLT / janitors to arrange and display appropriate signage. | Complete  Work in Progress  Not applicable in setting |
| 13. | Pupil groups may mix at lunch and break times | 3x3=9  MEDIUM | Physical distancing & hygiene in schools   * Section 25 – Proportionality (secondary) * Section 29 – Playground * Section 30 – External doors * Section 42 – Signage and direction markers * Section 52 – Interval * Section 53 – Lunchtime | **Section 29 – Playground**   * No physical distancing of pupils is required when out in the playground. * Adults should adhere to 1-2m physical distancing.   **Section 30 – External doors**   * Pupils will access the classroom fire doors to enter/exit the building   **Section 42 – Signage and direction markers**   * Local and national guidance will be followed. * SLT / janitors to arrange and display appropriate signage.   **Section 52 – Interval**   * Unless there is good reason then pupils should not be allowed to remain in class * Pupils should wash their hands before and after interval. * Playground supervision will be by SfLA and SLT * No physical distancing of pupils is required when out in the playground. Adults should adhere to 1-2m physical distancing.   **Section 53 – Lunchtime**   * Pupils will eat their packed lunch in the classroom * School meals will be eaten in the lunch hall, supervised by SLT * Pupils should wash their hands before and after having lunch. * Other than eating, pupils are not permitted to remain in the building at lunchtime. * Playground supervision will be by SfLA and SLT * No physical distancing of pupils is required when out in the playground. Adults should adhere to 1-2m physical distancing. | Complete  Work in Progress  Not applicable in setting |
| 14. | Pupils’ behaviour on return to school does not comply with the new guidance on operating within pupil groups | 3x3=9  MEDIUM | Physical distancing & hygiene in schools   * Section 4 – Personal Protective Equipment * Section 13 – Physical distancing and minimising contact for staff * Section 14 – Parent Council/ Communication * Section 49 – Interactions with pupils * Section 50 – Personal care   Other considerations   * Large gatherings are avoided. * The school’s behaviour policy has been revised to include compliance with physical distancing and this has been communicated to staff, pupils and parents. | **Section 4 – Personal Protective Equipment**   * Staff are advised to take note of Scottish Government guidance regarding face coverings if a 1-2m physical distance cannot be maintained. * Adults should wear a face covering when in the corridor or staff room. * In most circumstances, other PPE will not be needed when in school. However, any adult or child who wishes to wear this will be supported to do so.   PPE available:   * Hand sanitiser (bottles of hand sanitiser are placed at the staff and community entrance, please use as you enter the building) * A stock of PPE will be stored in the medical room, including: Disinfectant wipes and spray, face coverings, gloves and aprons * PPE should be disposed of using the medical bin (yellow lid) in medical room. * If you notice there is soon to be a PPE shortage, please inform Marianne, Audrey or Julie.   **Section 13 – Physical distancing and minimising contact for staff**   * Staff should maintain a 1-2m physical distance. Where this is not possible Scottish Government advises the use of a face covering.   **Section 14 – Parent Council/ Communication**   * Physical distancing guidance and the operational risk assessment and engaged in implementing these emailed to Parent Council and Risk Assessment upload to school website. * Parents/Carers are issued key information pertaining to the school reopening on a regular basis via Groupcall and the school’s website. * A COVID-19 section will be made on the school website * All information will be emailed to parents and placed on school website.   **Section 49 – Interactions with pupils**   * All staff to follow 2m physical distancing guidance, where possible.   **Section 50 – Personal care**  **Staff**   * All staff advised to wash their hands in line with the NHS guidance. * All staff to wash their hands each time on entering the school, before, during and after classes and before leaving the school. * Hand sanitiser is available at staff entrance and main reception for staff and members of the public to use.   **Pupils**   * All pupils are expected to wash their hands regularly throughout the day. * In particular when entering/exiting the classroom * All classrooms have hand washing facilities available. | Complete  Work in Progress  Not applicable in setting |
| 15. | Pupils who are clinically vulnerable or have been shielding are not identified so measures have not been put in place to protect them | 2x3=6  MEDIUM | Physical distancing & hygiene in schools   * Section 15 – Pupils/ households with symptoms * Section 22 – Promoting pupils attendance and reducing absence * Section 50 – Personal care | **Section 15 – Pupils/ households with symptoms**   * Parents/ Carers must not send their child to school if their child displays symptoms. In such circumstances the advice is to follow national guidance on NHS Inform. * Clear information about anyone displaying symptoms will be communicated to parents through email and school website. * Ask parents to make the school aware of pupils’ underlying health conditions. Communicate clear definitions and associated mitigating strategies in relation to pupils who are classed as clinically vulnerable and clinically extremely vulnerable. * If a child displays symptoms of COVID-19 during the school day, parents/carer will be contacted immediately to collect child. * Pupils will remain in the medical room in reception until collected by parent/carer. * No return to school will be permitted until the required 10 day period of self-isolation is completed or proof of a negative COVID PCR is provided.   **Section 22 – Promoting pupils attendance and reducing absence**   * The Scottish Government expects all children to return to school, as usual. Children are at much lower risk of severe illness from coronavirus than adults. They are also less likely to pass the virus to other people. * If this changes at all, we will provide education remotely, in line with duties to provide education elsewhere than a school when a child is unable to attend school due to Covid-19. * Parents/carers who have any concerns about a child with health conditions or who was shielding, will be encouraged to speak with the school or to their child's healthcare team.   **Section 50 – Personal care**  **Staff**   * All staff advised to wash their hands in line with the NHS guidance. * All staff to wash their hands each time on entering the school, before, during and after classes and before leaving the school. * Hand sanitiser is available at staff entrance and main reception for staff and members of the public to use.   **Pupils**   * All pupils are expected to wash their hands regularly throughout the day. * In particular when entering/exiting the classroom * All classrooms have hand washing facilities available. | Complete  Work in Progress  Not applicable in setting |
| 16. | Queues for toilets and handwashing risk non-compliance with physical distance measures between pupils from different groups | 3x3=9  MEDIUM | Physical distancing & hygiene in schools   * Section 41 - Movement * Section 42 – Signage and direction markers * Section 52 – Interval * Section 53 – Lunchtime | **Section 41 – Movement**   * There should be limited movement to the school office. If teacher requires assistance, then a telephone in each room will be used. * All classroom environments have access to hand washing facilities. * All adults should wear face coverings in corridors and staff room.   **Section 42 – Signage and direction markers**   * Local and national guidance will be followed. * SLT / janitors to arrange and display appropriate signage.   **Section 52 – Interval**   * Unless there is good reason then pupils should not be allowed to remain in class * Pupils should wash their hands before and after interval. * Playground supervision will be by SfLA and SLT * No physical distancing of pupils is required when out in the playground. Adults should adhere to 1-2m physical distancing.   **Section 53 – Lunchtime**   * Pupils will eat their packed lunch in the classroom * School meals will be eaten in the lunch hall, supervised by SLT * Pupils should wash their hands before and after having lunch. * Other than eating, pupils are not permitted to remain in the building at lunchtime. * Playground supervision will be by SfLA and SLT * No physical distancing of pupils is required when out in the playground. Adults should adhere to 1-2m physical distancing. | Complete  Work in Progress  Not applicable in setting |
| 17. | Home to school transport do not align with locally managed start and end of day arrangements. | 2x3=6  MEDIUM | Physical distancing & hygiene in schools   * Section 35 – Home to school transport (including dedicated taxis) | **Section 35 – Home to school transport (including dedicated taxis)**   * At present one bus operates from St. Bernadette’s. Local and national guidance will be followed. * At the moment, there is no need for physical distancing between pupils on school transport, * Pupils will be asked to use hand sanitiser prior to entering the bus. | Complete  Work in Progress  Not applicable in setting |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Hazards identified** | **Risk Rating**  **(LxS=RR)** | **Considerations to mitigate the risk** | **Note of actions taken to mitigate the risk** | **Status** |
|  | **Staffing** |  |  |  |  |
| 18. | Existing/ new staff are unaware of up to date information leading to risk to health.  Policies, Procedures or Guidance | 2x3=6  MEDIUM | Physical distancing & hygiene in schools   * Section 1 – Communication * Section 2 – Employee advice & support * Section 3 – Operational risk assessment for school reopening * Section 4 – Personal Protective Equipment * Section 5 – Hand hygiene * Section 6 – Staff room & offices * Section 11 – Individual Covid-19 Risk Assessment * Section 12 – Return to workplace after Covid-19 * Section 40 – Reception arrangements * Section 42 – Signage and direction markers | **Section 1 – Communication**   * All communication to staff will be in school verbally or via Teams.   **Section 2 – Employee advice & support**   * All advice and support information are on Teams and within Staff Share.   **Section 3 – Operational risk assessment for school reopening**   * Located on Teams and Staff Share. Review will occur during weekly team meeting, as required.   **Section 4 – Personal Protective Equipment**   * Staff are advised to take note of Scottish Government guidance regarding face coverings if a 1-2m physical distance cannot be maintained. * Adults should wear a face covering when in the corridor or staff room. * In most circumstances, other PPE will not be needed when in school. However, any adult or child who wishes to wear this will be supported to do so.   PPE available:   * Hand sanitiser (bottles of hand sanitiser are placed at the staff and community entrance, please use as you enter the building) * A stock of PPE will be stored in the medical room, including: Disinfectant wipes and spray, face coverings, gloves and aprons * PPE should be disposed of using the medical bin (yellow lid) in medical room. * If you notice there is soon to be a PPE shortage, please inform Marianne, Audrey or Julie.   **Section 5 – Hand hygiene**  **Staff**   * All staff advised to wash their hands in line with the NHS guidance. * All staff to wash their hands each time on entering the school, before, during and after classes and before leaving the school. * Hand sanitiser is available at staff entrance and main reception for staff and members of the public to use.   **Section 6 – Staff room & offices**   * Staff advised in written format on Teams and Staff Share and verbally during staff meetings * An additional staffroom has been set up in the Community Room. * Ventilation and hand hygiene are required in all staffrooms and all working environments. * The workstation in the main office should only be used by Julie Heeps, clerical at one workstation or Pam Angus / Sandra Galloway at the other. This includes computer and telephone.   **Section 11 – Individual Covid-19 Risk Assessment**   * Individual risk assessment will be provided for any staff member who is pregnant, BAME, was shielding or has an underlying health condition.   **Section 12 – Return to workplace after Covid-19**   * All staff must be advised of the arrangements to be put in place following confirmation of a positive test. * Staff and pupils who have had close contact with the individual must follow NHS guidance. * Align with local and national guidance   **Section 40 – Reception arrangements**   * Staff enter via the staff entrance door. Hand sanitiser must be used upon entry to the building. * Hand sanitiser is also available in reception.   **Section 42 – Signage and direction markers**   * Local and national guidance will be followed. * SLT / janitors to arrange and display appropriate signage. | Complete  Work in Progress  Not applicable in setting |
| 19. | Provision of PPE for staff where required is not in line with Scottish Government guidelines | 3x3=9  MEDIUM | Physical distancing & hygiene in schools   * Section 4 – Personal Protective Equipment * Section 11 – Individual Covid-19 Risk Assessment * Section 12 – Return to workplace after Covid-19 * Section 45 – Sheltering * Section 50 – Personal care   Other considerations   * Schools should set a minimum stock level of PPE. * PPE will be ordered centrally on a monthly basis and distributed to schools from Sealock House based on estimated quantities required in each setting. * PPE stock level should be checked daily to ensure minimum levels are available. * In the event PPE is required urgently then contact the Asset Team in Sealock House. | **Section 4 – Personal Protective Equipment**   * Staff are advised to take note of Scottish Government guidance regarding face coverings if a 1-2m physical distance cannot be maintained. * Adults should wear a face covering when in the corridor or staff room. * In most circumstances, other PPE will not be needed when in school. However, any adult or child who wishes to wear this will be supported to do so.   PPE available:   * Hand sanitiser (bottles of hand sanitiser are placed at the staff and community entrance, please use as you enter the building) * A stock of PPE will be stored in the medical room, including: Disinfectant wipes and spray, face coverings, gloves and aprons * PPE should be disposed of using the medical bin (yellow lid) in medical room. * If you notice there is soon to be a PPE shortage, please inform Marianne, Audrey or Julie.   **Section 11 – Individual Covid-19 Risk Assessment**   * Individual risk assessment will be provided for any staff member who is pregnant, BAME, was shielding or has an underlying health condition.   **Section 12 – Return to workplace after Covid-19**   * All staff must be advised of the arrangements to be put in place following confirmation of a positive test. * Staff and pupils who have had close contact with the individual must follow NHS guidance. * Align with local and national guidance   **Section 45 – Sheltering**   * The 'parent’ room in reception is the identified room.   **Section 50 – Personal care**   * All staff advised to wash their hands in line with the NHS guidance. * All staff to wash their hands each time on entering the school, before, during and after classes and before leaving the school. * Hand sanitiser is available at staff entrance and main reception for staff and members of the public to use. | Complete  Work in Progress  Not applicable in setting |
| 20. | The configuration of staff rooms and offices makes compliance with physical distancing measures problematic | 3x3=9  MEDIUM | Physical distancing & hygiene in schools   * Section 6 – Staff room and offices * Section 45 - Sheltering | **Section 6 – Staff room and offices**   * Staff advised in written format on Teams and Staff Share and verbally during staff meetings * An additional staffroom has been set up in the Community Room. * Ventilation and hand hygiene are required in all staffrooms and all working environments. * The workstation in the main office should only be used by Julie Heeps, clerical at one workstation or Pam Angus / Sandra Galloway at the other. This includes computer and telephone.   **Section 45 – Sheltering**   * The 'parent’ room in reception is the identified room. | Complete  Work in Progress  Not applicable in setting |
| 21. | The use of fabric chairs may increase the risk of the virus spreading | 3x3=9  MEDIUM | Physical distancing & hygiene in schools   * Section 6 – Staff room and offices | **Section 6 – Staff room and offices**   * Staff advised in written format on Teams and Staff Share and verbally during staff meetings * An additional staffroom has been set up in the Community Room. * Ventilation and hand hygiene are required in all staffrooms and all working environments. * The workstation in the main office should only be used by Julie Heeps, clerical at one workstation or Pam Angus / Sandra Galloway at the other. This includes computer and telephone. | Complete  Work in Progress  Not applicable in setting |
| 22. | The learning environment does not have a sink in place for staff wash their hands | 3x3=9  MEDIUM | Physical distancing & hygiene in schools   * Section 5 – Hand hygiene | **Section 5 – Hand hygiene**  **Staff**   * All staff advised to wash their hands in line with the NHS guidance. * All staff to wash their hands each time on entering the school, before, during and after classes and before leaving the school. * Hand sanitiser is available at staff entrance and main reception for staff and members of the public to use.   **Pupils**   * All pupils are expected to wash their hands regularly throughout the day. * In particular when entering/exiting the classroom * All classrooms have hand washing facilities available. | Complete  Work in Progress  Not applicable in setting |
| 23. | The lack of availability of designated First Aider | 3x3=9  MEDIUM | Physical distancing & hygiene in schools   * Section 44 – First aid roster * Section 51 – First aid provision/ First responders | **Section 44 – First aid roster**  **Section 51 – First aid provision/ First responders**   * All classrooms will be supplied with plasters for pupils to administer to very minor cuts which do not require first aid. * SfLA to administer first aid in medical room. * PPE must be worn when administering first aid. Refer to section 4 for PPE guidance. | Complete  Work in Progress  Not applicable in setting |
| 24. | The number of staff who are available is lower than that required to teach classes and support pupils. | 4x3=12  HIGH | Physical distancing & hygiene in schools   * Section 4 – PPE * Section 5 – Hand hygiene * Section 8 – Actions if a member of staff shows Covid-19 symptoms * Section 9 – Actions if a member of staff shows Covid-19 symptoms at work * Section 10 – Actions if a member of staff tests positive for Covid-19 * Section 11 – Individual Covid-19 Risk Assessment * Section 12 – Return to workplace after Covid-19   Other considerations   * The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. * Risk assessments are undertaken for staff reporting to work who are clinically vulnerable or who have contextual factors related to age or ethnicity. * Full use is made of those staff who are self-isolating or shielding but who are well enough to contribute remotely. * Flexible and responsive use of other school staff to supervise classes under the direction of a teacher. | **Section 4 – PPE**   * Staff are advised to take note of Scottish Government guidance regarding face coverings if a 1-2m physical distance cannot be maintained. * Adults should wear a face covering when in the corridor or staff room. * In most circumstances, other PPE will not be needed when in school. However, any adult or child who wishes to wear this will be supported to do so.   PPE available:   * Hand sanitiser (bottles of hand sanitiser are placed at the staff and community entrance, please use as you enter the building) * A stock of PPE will be stored in the medical room, including: Disinfectant wipes and spray, face coverings, gloves and aprons * PPE should be disposed of using the medical bin (yellow lid) in medical room. * If you notice there is soon to be a PPE shortage, please inform Marianne, Audrey or Julie.   **Section 5 – Hand hygiene**  **Staff**   * All staff advised to wash their hands in line with the NHS guidance. * All staff to wash their hands each time on entering the school, before, during and after classes and before leaving the school. * Hand sanitiser is available at staff entrance and main reception for staff and members of the public to use.   **Pupils**   * All pupils are expected to wash their hands regularly throughout the day. * In particular when entering/exiting the classroom * All classrooms have hand washing facilities available.   **Section 8 – Actions if a member of staff shows Covid-19 symptoms**   * All staff must be instructed they do not report to school if showing symptoms. * All staff must be advised of the arrangements to be put in place following confirmation of a positive test. * Staff and pupils who have had close contact with the individual will require to test with a LFT for the next 7 days. * Where testing is negative the individual and close contacts may continue to work per [NHS guidance](https://www.gov.scot/publications/coronavirus-covid-19-getting-tested/pages/test-results/) * Align with local and national guidance * In the event a child or staff member presents with symptoms, in addition to the guidance on isolation and sending home immediately.   **Section 9 – Actions if a member of staff shows Covid-19 symptoms at work**   * Staff should notify their line manager to assign cover * Staff should immediately shelter in the designated area within the school pending going home, wearing a face covering. * Staff should organise a COVID-19 test. * Specific guidance on managing testing is available in the [employee advice and support pages.](https://www.falkirk.gov.uk/employees/coronavirus/managers/testing.aspx) * The daytime cleaner should be contacted to invoke appropriate cleaning arrangements. Until this is to be done the workstation/area used by the individual showing symptoms is not to be used.   **Section 10 – Actions if a member of staff tests positive for Covid-19**   * Follow NHS guidelines   **Section 11 – Individual Covid-19 Risk Assessment**   * Individual risk assessment will be provided for any staff member who is pregnant, BAME, was shielding or has an underlying health condition.   **Section 12 – Return to workplace after Covid-19**   * All staff must be advised of the arrangements to be put in place following confirmation of a positive test. * Staff and pupils who have had close contact with the individual must follow NHS guidance. * Align with local and national guidance | Complete  Work in Progress  Not applicable in setting |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Hazards identified** | **Risk Rating**  **(LxS=RR)** | **Considerations to mitigate the risk** | **Note of actions taken to mitigate the risk** | **Status** |
|  | **Cleaning & Waste Disposal** |  |  |  |  |
| 25. | Cleaning capacity is reduced so that ongoing cleaning of surfaces are not undertaken to the specification required | 2x3=6  MEDIUM | Physical distancing & hygiene in schools   * Section 56 – Cleaning regime for schools and early years establishments | **Section 56 – Cleaning regime for schools and early years establishments**   * Aligned with local and national guidance. * Evening clean after building users. * Continuous day clean of contact points and toilets. * Reactive cleaning where someone is ill (COVID-19) * Rapid response clean – body fluid removal | Complete  Work in Progress  Not applicable in setting |
| 26. | Inadequate supplies of consumables (soap, paper towels and toilet rolls) and hand sanitizer mean that pupils and staff do not adhere to hand hygiene | 2x3=6  MEDIUM | Physical distancing & hygiene in schools   * Section 55 – Consumables | **Section 55 – Consumables**   * Janitors will monitor supply in morning and afternoon as routine. If supply runs low at other times, class teacher will telephone office for assistance. * Bins will be emptied at lunch time by janitor and at the end of each day, as routine. If bins become full at any other time, class teacher will telephone office for assistance. | Complete  Work in Progress  Not applicable in setting |
| 27. | There is a risk of contamination at high touch points | 4x3=12  HIGH | Physical distancing & hygiene in schools   * Section 6 – Staff room and offices * Section 30 – External doors * Section 40 – Reception arrangements * Section 48 - ICT * Section 56 – Cleaning regime for schools and early years establishments | **Section 6 – Staff room and offices**   * Staff advised in written format on Teams and Staff Share and verbally during staff meetings * An additional staffroom has been set up in the Community Room. * Ventilation and hand hygiene are required in all staffrooms and all working environments. * The workstation in the main office should only be used by Julie Heeps, clerical at one workstation or Pam Angus / Sandra Galloway at the other. This includes computer and telephone.   **Section 30 – External doors**   * Pupils will access the classroom fire doors to enter/exit the building * Hand sanitiser is situated at the staff entrance, community entrance and reception.   **Section 40 – Reception arrangements**   * Staff enter via the staff entrance door. Hand sanitiser must be used upon entry to the building. * Hand sanitiser is also available in reception.   **Section 48 – ICT**   * Anti viral wipes available in each class.   **Section 56 – Cleaning regime for schools and early years establishments**   * Aligned with local and national guidance. * Evening clean after building users. * Continuous day clean of contact points and toilets. * Reactive cleaning where someone is ill (COVID-19) * Rapid response clean – body fluid removal | Complete  Work in Progress  Not applicable in setting |
| 28. | Incorrect disposal of PPE/ contaminated waste | 3x3=9  MEDIUM | Physical distancing & hygiene in schools   * Section 4 – Personal protective equipment * Section 45 – Sheltering * Section 50 – Personal care | **Section 4 – Personal Protective Equipment**   * Staff are advised to take note of Scottish Government guidance regarding face coverings if a 1-2m physical distance cannot be maintained. * Adults should wear a face covering when in the corridor or staff room. * In most circumstances, other PPE will not be needed when in school. However, any adult or child who wishes to wear this will be supported to do so.   PPE available:   * Hand sanitiser (bottles of hand sanitiser are placed at the staff and community entrance, please use as you enter the building) * A stock of PPE will be stored in the medical room, including: Disinfectant wipes and spray, face coverings, gloves and aprons * PPE should be disposed of using the medical bin (yellow lid) in medical room. * If you notice there is soon to be a PPE shortage, please inform Marianne, Audrey or Julie.   **Section 45 – Sheltering**   * The 'parent’ room in reception is the identified room.   **Section 50 – Personal care**   * All staff advised to wash their hands in line with the NHS guidance. * All staff to wash their hands each time on entering the school, before, during and after classes and before leaving the school. * Hand sanitiser is available at staff entrance and main reception for staff and members of the public to use. | Complete  Work in Progress  Not applicable in setting |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Hazards identified** | **Risk Rating**  **(LxS=RR)** | **Considerations to mitigate the risk** | **Note of actions taken to mitigate the risk** | **Status** |
|  | **Suspected case of COVID-19** |  |  |  |  |
| 29. | Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms | 4x3=12  HIGH | Physical distancing & hygiene in schools   * Section 8 - Actions if a member of staff shows COVID-19 symptoms * Section 9 - Actions if a member of staff shows COVID-19 symptoms at work * Section 15 - Pupils/ households with symptoms * Section 18 - Parent/ Carer access to the school building * Section 21 – School uniform * Section 22 – Promoting pupil attendance and reducing absence * Section 28 - Pupil’s displaying COVID-19 symptoms at school * Section 45 - Sheltering | **Section 8 - Actions if a member of staff shows COVID-19 symptoms**   * All staff must be instructed they do not report to school if showing symptoms. * All staff must be advised of the arrangements to be put in place following confirmation of a positive test. * Staff and pupils who have had close contact with the individual will require to test with a LFT for the next 7 days. * Where testing is negative the individual and close contacts may continue to work per [NHS guidance](https://www.gov.scot/publications/coronavirus-covid-19-getting-tested/pages/test-results/) * Align with local and national guidance * In the event a child or staff member presents with symptoms, in addition to the guidance on isolation and sending home immediately.   **Section 9 – Actions if a member of staff shows Covid-19 symptoms at work**   * Staff should notify their line manager to assign cover * Staff should immediately shelter in the designated area within the school pending going home, wearing a face covering. * Staff should organise a COVID-19 test. * Specific guidance on managing testing is available in the [employee advice and support pages.](https://www.falkirk.gov.uk/employees/coronavirus/managers/testing.aspx) * The daytime cleaner should be contacted to invoke appropriate cleaning arrangements. Until this is to be done the workstation/area used by the individual showing symptoms is not to be used.   **Section 15 - Pupils/ households with symptoms**   * Parents/ Carers must not send their child to school if their child displays symptoms. In such circumstances the advice is to follow national guidance on NHS Inform. * Clear information about anyone displaying symptoms will be communicated to parents through email and school website. * Ask parents to make the school aware of pupils’ underlying health conditions. Communicate clear definitions and associated mitigating strategies in relation to pupils who are classed as clinically vulnerable and clinically extremely vulnerable. * If a child displays symptoms of COVID-19 during the school day, parents/carer will be contacted immediately to collect child. * Pupils will remain in the medical room in reception until collected by parent/carer. * No return to school will be permitted until the required 10 day period of self-isolation is completed or proof of a negative COVID PCR is provided.   **Section 18 - Parent/ Carer access to the school building**   * Parents will only be able to access the school reception area. The sliding window in the office will remain closed at all times. This will be opened to a minimum distance to allow effective hearing when engaging with parents. * Parents may enter reception to access the school swap shop. Face coverings and 1-2m physical distancing should be adhered to. * Parents may place any unforgotten items in the red box in reception. * The Community Room will be used for meetings. During meetings the window should be opened and remain open for a significant period after. Following all meetings all surfaces, including chairs, table and doors handles, should be wiped down with disinfected wipes/spray.   **Section 21 – School uniform**   * School uniform should be worn.   **Section 22 – Promoting pupil attendance and reducing absence**   * The Scottish Government expects all children to return to school, as usual. Children are at much lower risk of severe illness from coronavirus than adults. They are also less likely to pass the virus to other people. * If this changes at all, we will provide education remotely, in line with duties to provide education elsewhere than a school when a child is unable to attend school due to Covid-19. * Parents/carers who have any concerns about a child with health conditions or who is shielding, will be encouraged to speak with the school or to their child's healthcare team.   **Section 28 - Pupil’s displaying COVID-19 symptoms at school**   * Pupils who feel unwell must inform a member of staff immediately. * In such cases, the pupil will be sheltered in an allocated room, supervised by a member of staff. * The allocated room should only be used by one pupil at any time and will be decontaminated after each use. * Arrangements will be made for the parents/ carers to collect their child from school. * The parents/ carer should be advised to follow NHS guidance in regard to having the pupil tested and requested to inform the school as soon as that test result is confirmed. * The daytime cleaner must be advised to clean the pupil’s desk area. * No return to school until the required 10 day period of self-isolation is completed or proof of negative COVID test is provided   **Section 45 – Sheltering**   * The 'parent’ room in reception is the identified room. | Complete  Work in Progress  Not applicable in setting |
| 30. | Staff, pupils and parents are not aware of the school’s procedures (including self-isolation and testing) should anyone display symptoms of COVID-19 | 2x3=6  MEDIUM | Physical distancing & hygiene in schools   * Section 1- Communication * Section 2 – Employee wellbeing and support * Section 3 – Operational risk assessment * Section 8 – Actions if a member of staff shows COVID-19 symptoms * Section 9 – Actions if a member of staff shows COVID-19 symptoms at work * Section 15 - Pupils/ households with symptoms * Section 19 – Parents evenings/ meeting * Section 22 – Promoting pupil attendance and reducing absence * Section 28 - Pupil’s displaying COVID-19 symptoms at school | **Section 1- Communication**   * This will either be verbally in school or via Teams.   **Section 2 – Employee wellbeing and support**   * All advice and support information are on Teams and within Staff Share.   **Section 3 – Operational risk assessment**   * Located on Teams and Staff Share. Review will occur during weekly team meeting, as required.   **Section 8 – Actions if a member of staff shows COVID-19 symptoms**   * All staff must be instructed they do not report to school if showing symptoms. * All staff must be advised of the arrangements to be put in place following confirmation of a positive test. * Staff and pupils who have had close contact with the individual will require to test with a LFT for the next 7 days. * Where testing is negative the individual and close contacts may continue to work per [NHS guidance](https://www.gov.scot/publications/coronavirus-covid-19-getting-tested/pages/test-results/) * Align with local and national guidance * In the event a child or staff member presents with symptoms, in addition to the guidance on isolation and sending home immediately.   **Section 9 – Actions if a member of staff shows Covid-19 symptoms at work**   * Staff should notify their line manager to assign cover * Staff should immediately shelter in the designated area within the school pending going home, wearing a face covering. * Staff should organise a COVID-19 test. * Specific guidance on managing testing is available in the [employee advice and support pages.](https://www.falkirk.gov.uk/employees/coronavirus/managers/testing.aspx) * The daytime cleaner should be contacted to invoke appropriate cleaning arrangements. Until this is to be done the workstation/area used by the individual showing symptoms is not to be used.   **Section 15 - Pupils/ households with symptoms**   * Parents/ Carers must not send their child to school if their child displays symptoms. In such circumstances the advice is to follow national guidance on NHS Inform. * Clear information about anyone displaying symptoms will be communicated to parents through email and school website. * Ask parents to make the school aware of pupils’ underlying health conditions. Communicate clear definitions and associated mitigating strategies in relation to pupils who are classed as clinically vulnerable and clinically extremely vulnerable. * If a child displays symptoms of COVID-19 during the school day, parents/carer will be contacted immediately to collect child. * Pupils will remain in the medical room in reception until collected by parent/carer. * No return to school will be permitted until the required 10 day period of self-isolation is completed or proof of a negative COVID PCR is provided.   **Section 19 – Parents evenings/ meeting**   * Parent Consultation will be via virtually through Parents Booking System or telephone * Expectation is for all staff to engage with parents through telephone contact, email, SeeSaw App and Twitter. * Emails from parents should come through the main school email address where it will be redirected to appropriate staff. * The Community Room will be used for individual meetings. During meetings the window should be opened and remain open for a significant period after. Following all meetings all surfaces, including chairs, table and doors handles, should be wiped down with disinfected wipes/spray. * Face coverings will be expected to be worn by both staff and parents/carers or visitors during a face to face meeting. * Local and national guidance will be followed.   **Section 22 – Promoting pupil attendance and reducing absence**   * The Scottish Government expects all children to return to school, as usual. Children are at much lower risk of severe illness from coronavirus than adults. They are also less likely to pass the virus to other people. * If this changes at all, we will provide education remotely, in line with duties to provide education elsewhere than a school when a child is unable to attend school due to Covid-19. * Parents/carers who have any concerns about a child with health conditions or who is shielding, will be encouraged to speak with the school or to their child's healthcare team.   **Section 28 - Pupil’s displaying COVID-19 symptoms at school**   * Pupils who feel unwell must inform a member of staff immediately. * In such cases, the pupil will be sheltered in an allocated room, supervised by a member of staff. * The allocated room should only be used by one pupil at any time and will be decontaminated after each use. * Arrangements will be made for the parents/ carers to collect their child from school. * The parents/ carer should be advised to follow NHS guidance in regard to having the pupil tested and requested to inform the school as soon as that test result is confirmed. * The daytime cleaner must be advised to clean the pupil’s desk area. * No return to school until the required 10 day period of self-isolation is completed or proof of negative COVID test is provided | Complete  Work in Progress  Not applicable in setting |
| 31. | Staff, pupils and parents are not aware of the school’s procedures should there be a confirmed case of COVID-19 in the school | 2x3=6  MEDIUM | Physical distancing & hygiene in schools   * Section 1- Communication * Section 2 – Employee wellbeing and support * Section 3 – Operational risk assessment * Section 10 - Actions if a member of staff test positive for COVID-19 * Section 15 - Pupils/ households with symptoms * Section 28 - Pupil’s displaying COVID-19 symptoms at school | **Section 1- Communication**   * This will either be verbally in school or via Teams.   **Section 2 – Employee wellbeing and support**   * All advice and support information are on Teams and within Staff Share.   **Section 3 – Operational risk assessment**   * Located on Teams and Staff Share. Review will occur during weekly team meeting, as required.   **Section 10 - Actions if a member of staff tests positive for COVID-19**   * Follow NHS guidelines   **Section 15 - Pupils/ households with symptoms**   * Parents/ Carers must not send their child to Parents/ Carers must not send their child to school if their child displays symptoms. In such circumstances the advice is to follow national guidance on NHS Inform. * Clear information about anyone displaying symptoms will be communicated to parents through email and school website. * Ask parents to make the school aware of pupils’ underlying health conditions. Communicate clear definitions and associated mitigating strategies in relation to pupils who are classed as clinically vulnerable and clinically extremely vulnerable. * If a child displays symptoms of COVID-19 during the school day, parents/carer will be contacted immediately to collect child. * Pupils will remain in the medical room in reception until collected by parent/carer. * No return to school will be permitted until the required 10 day period of self-isolation is completed or proof of a negative COVID PCR is provided.   **Section 28 - Pupil’s displaying COVID-19 symptoms at school**   * Pupils who feel unwell must inform a member of staff immediately. * In such cases, the pupil will be sheltered in an allocated room, supervised by a member of staff. * The allocated room should only be used by one pupil at any time and will be decontaminated after each use. * Arrangements will be made for the parents/ carers to collect their child from school. * The parents/ carer should be advised to follow NHS guidance in regard to having the pupil tested and requested to inform the school as soon as that test result is confirmed. * The daytime cleaner must be advised to clean the pupil’s desk area. * No return to school until the required 10 day period of self-isolation is completed or proof of negative COVID test is provided | Complete  Work in Progress  Not applicable in setting |
| 32. | NHS Test and Trace is not used effectively to help manage infection control amongst pupils and staff, maximise staffing levels and support staff wellbeing | 3x3=9  MEDIUM | Physical distancing & hygiene in schools   * Section 8 – Actions if a member of staff shows COVID-19 symptoms * Section 9 – Actions if a member of staff shows COVID-19 symptoms at work * Section 10 - Actions if a member of staff test positive for COVID-19 * Section 15 - Pupils/ households with symptoms * Section 28 - Pupil’s displaying COVID-19 symptoms at school | **Section 8 – Actions if a member of staff shows COVID-19 symptoms**   * All staff must be instructed they do not report to school if showing symptoms. * All staff must be advised of the arrangements to be put in place following confirmation of a positive test. * Staff and pupils who have had close contact with the individual will require to test with a LFT for the next 7 days. * Where testing is negative the individual and close contacts may continue to work per [NHS guidance](https://www.gov.scot/publications/coronavirus-covid-19-getting-tested/pages/test-results/) * Align with local and national guidance * In the event a child or staff member presents with symptoms, in addition to the guidance on isolation and sending home immediately.   **Section 9 – Actions if a member of staff shows Covid-19 symptoms at work**   * Staff should notify their line manager to assign cover * Staff should immediately shelter in the designated area within the school pending going home, wearing a face covering. * Staff should organise a COVID-19 test. * Specific guidance on managing testing is available in the [employee advice and support pages.](https://www.falkirk.gov.uk/employees/coronavirus/managers/testing.aspx) * The daytime cleaner should be contacted to invoke appropriate cleaning arrangements. Until this is to be done the workstation/area used by the individual showing symptoms is not to be used.   **Section 10 – Actions if a member of staff tests positive for Covid-19**   * Follow NHS guidelines   **Section 15 - Pupils/ households with symptoms**   * Parents/ Carers must not send their child to Parents/ Carers must not send their child to school if their child displays symptoms. In such circumstances the advice is to follow national guidance on NHS Inform. * Clear information about anyone displaying symptoms will be communicated to parents through email and school website. * Ask parents to make the school aware of pupils’ underlying health conditions. Communicate clear definitions and associated mitigating strategies in relation to pupils who are classed as clinically vulnerable and clinically extremely vulnerable. * If a child displays symptoms of COVID-19 during the school day, parents/carer will be contacted immediately to collect child. * Pupils will remain in the medical room in reception until collected by parent/carer. * No return to school will be permitted until the required 10 day period of self-isolation is completed or proof of a negative COVID PCR is provided.   **Section 28 - Pupil’s displaying COVID-19 symptoms at school**   * Pupils who feel unwell must inform a member of staff immediately. * In such cases, the pupil will be sheltered in an allocated room, supervised by a member of staff. * The allocated room should only be used by one pupil at any time and will be decontaminated after each use. * Arrangements will be made for the parents/ carers to collect their child from school. * The parents/ carer should be advised to follow NHS guidance in regard to having the pupil tested and requested to inform the school as soon as that test result is confirmed. * The daytime cleaner must be advised to clean the pupil’s desk area. * No return to school until the required 10 day period of self-isolation is completed or proof of negative COVID test is provided | Complete  Work in Progress  Not applicable in setting |
| 33. | Medical/ designated shielding rooms are not adequately equipped or configured to maintain infection control | 2x3=6  MEDIUM | Physical distancing & hygiene in schools   * Section 4 – Personal Protective Equipment * Section 51 – First aid provision/ First responders | **Section 4 – Personal Protective Equipment**   * Staff are advised to take note of Scottish Government guidance regarding face coverings if a 1-2m physical distance cannot be maintained. * Adults should wear a face covering when in the corridor or staff room. * In most circumstances, other PPE will not be needed when in school. However, any adult or child who wishes to wear this will be supported to do so.   PPE available:   * Hand sanitiser (bottles of hand sanitiser are placed at the staff and community entrance, please use as you enter the building) * A stock of PPE will be stored in the medical room, including: Disinfectant wipes and spray, face coverings, gloves and aprons * PPE should be disposed of using the medical bin (yellow lid) in medical room. * If you notice there is soon to be a PPE shortage, please inform Marianne, Audrey or Julie.   **Section 51 – First aid provision/ First responders**   * All classrooms will be supplied with plasters for pupils to administer to very minor cuts which do not require first aid. * SfLA to administer first aid in medical room. * PPE must be worn when administering first aid. Refer to section 4 for PPE guidance. | Complete  Work in Progress  Not applicable in setting |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Hazards identified** | **Risk Rating**  **(LxS=RR)** | **Considerations to mitigate the risk** | **Note of actions taken to mitigate the risk** | **Status** |
|  | **Communications** |  |  |  |  |
| 34. | Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health | 2x3=6  MEDIUM | Physical distancing & hygiene in schools   * Section 1 – Communications * Section 3 – Operational risk assessment * Section 14 – Parent Council/ communication * Section 20 – Parents/ carers physical distancing   Other considerations   * Children’s Services uses the LNCT and Service Partnership Forum to engage with SNCT & SJC trade union representatives. * Officers engage with the Association of Directors of Education Scotland (ADES). * The parent forum is consulted/ briefed on a regular basis through the Director of Education. * The Director of Children’s Services communicates with Corporate Management Team, Elected Members and Regional partners. | **Section 1- Communication**   * This will either be verbally in school or via Teams.   **Section 3 – Operational risk assessment**   * Located on Teams and Staff Share. Review will occur during weekly team meeting, as required.   **Section 14 – Parent Council/ communication**   * Physical distancing guidance and the operational risk assessment and engaged in implementing these emailed to Parent Council and Risk Assessment upload to school website. * Parents/Carers are issued key information pertaining to the school reopening on a regular basis via Groupcall and the school’s website. * A COVID-19 section will be made on the school website * All information will be emailed to parents and placed on school website.     **Section 20 – Parents/ carers physical distancing**   * All parents/carers are always expected to maintain 1-2m physical distancing. | Complete  Work in Progress  Not applicable in setting |
| 35. | Parents and carers are not fully informed of the health and safety requirements for the reopening of the school | 2x3=6  MEDIUM | Physical distancing & hygiene in schools   * Section 1 – Communications * Section 3 – Operational risk assessment * Section 14 – Parent Council/ communication * Section 19 – Parents evenings/ meeting * Section 20 – Parents/ carers physical distancing * Section 21 – School uniform * Section 45 - Sheltering | **Section 1- Communication**   * This will either be verbally in school or via Teams.   **Section 3 – Operational risk assessment**   * Located on Teams and Staff Share. Review will occur during weekly team meeting, as required.   **Section 14 – Parent Council/ communication**   * Physical distancing guidance and the operational risk assessment and engaged in implementing these emailed to Parent Council and Risk Assessment upload to school website. * Parents/Carers are issued key information pertaining to the school reopening on a regular basis via Groupcall and the school’s website. * A COVID-19 section will be made on the school website * All information will be emailed to parents and placed on school website.   **Section 19 – Parents evenings/ meeting**   * Parent Consultation will be via virtually through Parents Booking System or telephone * Expectation is for all staff to engage with parents through telephone contact, email, SeeSaw App and Twitter. * Emails from parents should come through the main school email address where it will be redirected to appropriate staff. * The Community Room will be used for individual meetings. During meetings the window should be opened and remain open for a significant period after. Following all meetings all surfaces, including chairs, table and doors handles, should be wiped down with disinfected wipes/spray. * Face coverings will be expected to be worn by both staff and parents/carers or visitors during a face to face meeting. * Local and national guidance will be followed.   **Section 20 – Parents/ carers physical distancing**   * All parents/carers are always expected to maintain 1-2m physical distancing.   **Section 21 – School uniform**   * School uniform should be worn.   **Section 45 - Sheltering**   * The 'parent’ room in reception is the identified room. | Complete  Work in Progress  Not applicable in setting |
| 36. | Parents and carers may not fully understand their responsibilities should a child show symptoms of Covid-19 | 4x3=12  HIGH | Physical distancing & hygiene in schools   * Section 14 – Parent Council/ Communication * Section 15 – Pupils/ households with symptoms * Section 28 – Pupil’s displaying Covid-19 symptoms at school * Section 35 – Home to school transport (including dedicated taxis) * Section 45 - Sheltering | **Section 14 – Parent Council/ Communication**   * Physical distancing guidance and the operational risk assessment and engaged in implementing these emailed to Parent Council and Risk Assessment upload to school website. * Parents/Carers are issued key information pertaining to the school reopening on a regular basis via Groupcall and the school’s website. * A COVID-19 section will be made on the school website * All information will be emailed to parents and placed on school website.   **Section 15 – Pupils/ households with symptoms**   * Parents/ Carers must not send their child to Parents/ Carers must not send their child to school if their child displays symptoms. In such circumstances the advice is to follow national guidance on NHS Inform. * Clear information about anyone displaying symptoms will be communicated to parents through email and school website. * Ask parents to make the school aware of pupils’ underlying health conditions. Communicate clear definitions and associated mitigating strategies in relation to pupils who are classed as clinically vulnerable and clinically extremely vulnerable. * If a child displays symptoms of COVID-19 during the school day, parents/carer will be contacted immediately to collect child. * Pupils will remain in the medical room in reception until collected by parent/carer. * No return to school will be permitted until the required 10 day period of self-isolation is completed or proof of a negative COVID PCR is provided.   **Section 28 – Pupil’s displaying Covid-19 symptoms at school**   * Pupils who feel unwell must inform a member of staff immediately. * In such cases, the pupil will be sheltered in an allocated room, supervised by a member of staff. * The allocated room should only be used by one pupil at any time and will be decontaminated after each use. * Arrangements will be made for the parents/ carers to collect their child from school. * The parents/ carer should be advised to follow NHS guidance in regard to having the pupil tested and requested to inform the school as soon as that test result is confirmed. * The daytime cleaner must be advised to clean the pupil’s desk area. * No return to school until the required 10 day period of self-isolation is completed or proof of negative COVID test is provided   **Section 35 – Home to school transport (including dedicated taxis)**   * At present one bus operates from St. Bernadette’s. Local and national guidance will be followed. * At the moment, there is no need for physical distancing between pupils on school transport, * Pupils will be asked to use hand sanitiser prior to entering the bus.   **Section 45 - Sheltering**   * The 'parent’ room in reception is the identified room. | Complete  Work in Progress  Not applicable in setting |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Hazards identified** | **Risk Rating**  **(LxS=RR)** | **Considerations to mitigate the risk** | **Note of actions taken to mitigate the risk** | **Status** |
|  | **Additional site-specific issues and risks** |  |  |  |  |
| Risks are not assessed in every area of the school in light of Covid-19, leading to breaches of physical distancing and hygiene guidance. | | | | | |
| 37. |  |  |  |  | Complete  Work in Progress  Not applicable in setting |
|  |  |  |  |  | Complete  Work in Progress  Not applicable in setting |
|  |  |  |  |  | Complete  Work in Progress  Not applicable in setting |
|  |  |  |  |  | Complete  Work in Progress  Not applicable in setting |
|  |  |  |  |  | Complete  Work in Progress  Not applicable in setting |

**Operational Risk Assessment: Reopening Schools**

**Completion Certification**

|  |  |  |
| --- | --- | --- |
| **Name of Establishment** | **Name of Head of Establishment** | **Date completed/ Reviewed** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Completed Risk Assessment be scanned and emailed to** [carol.dalgliesh@falkirk.gov.uk](mailto:carol.dalgliesh@falkirk.gov.uk)