



## PHASE 2 - RISK ASSESSMENT FORM (Return to: [Health&Safety@dumgal.gov.uk](mailto:Health&Safety@dumgal.gov.uk))

RA REF NO:	COVID 19 002	TITLE OF TASK ASSESSED:	Reopening of school	DIRECTORATE:	Education
SERVICE:	Education	STAFF GROUP:	Wallace Hall 2-18 School	DATE:	10.11.20

WHO IS AT RISK		SPECIFIC INFORMATION	LOCATION(S)	
Staff	<input checked="" type="checkbox"/>	<p>Reopening of Wallace Hall 2-18 School and management of infection risk of Covid 19.</p> <p>The control measures in this document are ideal measures for reopening of the school and have accounted for the specific requirements for Wallace Hall 2-18 School.</p> <p>This risk assessment will be reviewed and adapted by Barry Graham following any change in scientific advice from Scottish Government in the response to Covid 19.</p> <p><b>Responsibilities – Keeping people safe is everybody’s responsibility</b>  <b>The Lead</b> (Barry Graham) will ensure that they are familiar with the hazards and control measures outlined below, and that all staff have access to and have read this RA. Leads will monitor and evaluate control measures outlined and react to any concerns shared.</p> <p>The Lead will take on the role of Fire Warden in the case of a fire evacuation.</p> <p><b>Staff and Adult Learners</b> will ensure they have read and understood the hazards and control measures outlined and support and monitor themselves and the children to carry out the requirements. Staff have the responsibility to identify and report to the SMT any concerns or hazards that they have observed and support adapting control measures to meet any new hazards.</p> <p><b>Pupils</b> will have key points of the RA shared with them and will be self-aware of their role and responsibility in the carrying out of these with support for staff on the premises.</p> <p><b>Parents</b> will have the key points of the RA shared with them and will be aware of the role and responsibility of their children in school.</p>	Council Property	<input checked="" type="checkbox"/>
Service Users	<input checked="" type="checkbox"/>		3 <sup>RD</sup> Party Premises	<input type="checkbox"/>
Contractors	<input checked="" type="checkbox"/>			
Members of Public	<input type="checkbox"/>			
New & Expectant Mothers	<input type="checkbox"/>			
Young Persons	<input checked="" type="checkbox"/>		Other Location	<input type="checkbox"/>

<b>HAZARDS</b>	I.e. what has the potential to do harm in terms of Location, Equipment, Activity, Person and Substance.	<b>Risk Rating</b>
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HAZARDS	GENERAL CONTROL MEASURES	Risk Rating*			Is Action req'd? AP No.
		L 1-5	C 1-5	Overall 1-25	
<b>GENERAL CONTROL MEASURES</b>	What have you in place to avoid, reduce and manage risks) (Consider the RA control hierarchy – Eliminate, Reduce, Isolate, Control and then PPE. Always consider need for Provision of Information, Training, and Instruction & Supervision. You can also refer out to any existing Safe Working Procedures.	<b>Likelihood</b>	<b>L</b>	<b>Consequence</b>	<b>C</b>
HAZARDS	GENERAL CONTROL MEASURES	L 1-5	C 1-5	Overall 1-25	Is Action req'd? AP No.
Covid-19 at risk categories At greater risk of significant health issues if Covid-19 is contracted.	<ul style="list-style-type: none"> <li>Employees that were classified as being on the Government shielding list as per <a href="https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/coronavirus-covid-19-shielding">https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/coronavirus-covid-19-shielding</a> should return to school. Employees must ensure they follow social distancing and adhere to strict hand washing and sanitisation processes as per government guidelines.</li> <li>Where employees have household members who were shielding, employees must ensure they follow social distancing and adhere to strict hand washing and sanitisation processes as per government guidelines.</li> <li>Any visitors will be instructed on symptoms of Covid-19 and action to be taken based on latest HPS/NHS/Government guidance. We will discourage visitors where possible in order to minimise the number of people coming into the building.</li> <li>Any visitors must wear a face covering in corridors and communal areas and should observe extra hand hygiene methods.</li> <li>Posters displayed at entrance gates/doors about not entering area if symptomatic/living with symptomatic persons. Staff and visitors will sign register to confirm that they are non-symptomatic before entry.</li> </ul> <p>Parents will not be permitted to enter the school building although parents should accompany P1-3 children to their classroom entrance and should collect their children from the classroom at the end of the day. Please do not remain in the playground any longer than you need to.</p> <ul style="list-style-type: none"> <li>If a parent requests an appointment with a member of staff it will take place by phone whenever possible. Members of our management team will be pleased to arrange this type of meeting. Please contact the office in the normal way.</li> </ul>	2	3	6	1.
Commuting to and from site  Restrictions on maintaining 2 metre recommended social distancing and increased risk of infection as a result	<ul style="list-style-type: none"> <li>Wherever possible the use of walking or cycling to work should be the first option.</li> <li>Wherever possible private transport should be used to maintain isolation from the public when commuting to the school. <del>If there is a requirement to car share social distancing should be adhered to.</del> <b>Members of staff are advised against car sharing. If you have no other option please let Diane Jarvie know.</b></li> <li>If public transport cannot be avoided, the employee should be encouraged to follow current government advice in respect of “face coverings”.</li> <li>On arrival at the site, employees should thoroughly wash their hands for at least for 20 seconds or use hand sanitiser gel immediately on entry to the workplace. Social distancing will be maintained</li> </ul>	2	3	6	

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	<p>for both entry and egress, and staff will not enter the foyer until social distancing can be maintained. Sanitation station in place at entrances.</p> <ul style="list-style-type: none"> <li>Staff members across the Academy <b>whole school</b> must wear face coverings in corridors and communal areas, which includes the entrance and foyer. Staff exempt from wearing a face mask due to medical issues must inform Diane Jarvie in advance.</li> <li>When using council onsite parking, where available, staff should be aware of social distancing requirements.</li> </ul>				
Pupil transport	<ul style="list-style-type: none"> <li>In the first instance walking or cycling to and from school while adhering to social distancing – the first gate into primary will be opened for 8am but the second gate will not open till 8.40am. This would allow nursery pupils arriving early to leave their bikes in the bike shed.</li> <li>Wherever possible private transport should be used to maintain isolation from other pupils.</li> <li>Parents should be aware of social distancing requirements and remember that the school wishes to minimise the number of adult visitors.</li> <li><b>Parents and adults must wear a face covering when dropping off or picking their children up from the school gate or within the playground.</b></li> <li>Where buses are used there will be no social distancing and pupils must wear a face mask as some providers will insist on everyone wearing one.</li> </ul> <p>Primary Guidance:</p> <ul style="list-style-type: none"> <li>Primary staff supervising children arriving and leaving on pupil transport will ensure hand sanitising. Seating arrangements on buses will be arranged by SMT.</li> </ul>	2	3	6	
Return to school  Risk to personal health, reduced social distancing potential risk to pandemic controls	<ul style="list-style-type: none"> <li>Any person showing symptoms of Covid-19 or sharing a house with someone with Covid-19 should remain at home as per the government's guidance. <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></li> <li>Staff and pupils with Covid 19 symptoms must isolate and be referred for testing immediately.</li> <li>A designated first aid room or isolation room is available for persons to isolate until they are off the school site – B1045 (within the dining hall) for ELC, Primary and Secondary. Exit from this room will be from the door adjacent to ensure that isolation is maintained (door into playground from dining hall). If they need to use a toilet it will be the Fully Accessible toilet in the main reception. A sign will be put on the door to tell all other people not to use it.</li> <li>Where a person is symptomatic, they need to be supervised until off school site, appropriate PPE must be worn as per latest government guidelines. Wherever possible they should be supervised by only one nominated member of staff.</li> <li>Staff will be provided with clear procedure on the management of COVID-19 in school.</li> </ul>	2	2	4	

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	<ul style="list-style-type: none"> <li>Staff and pupils will be inducted prior to school commencement on the specifics of one-way system, pupil flow, hand hygiene, equipment use. Staff induction documents sent out. Pupil induction documents sent out and reinforced on return to school.</li> <li>Staff will receive the risk assessment and guidance briefing, and will sign the register to confirm they have received and read all the documentation. Parents will receive guidance, and pupils will receive a child-friendly guide when they come to school, which will be reiterated in register classes on their first day back.</li> </ul>				
<p>General classroom attributes.</p> <p>Social distancing of pupils may be difficult depending on travel between classrooms and classroom layout.</p>	<ul style="list-style-type: none"> <li>Pupils in the Academy must wear face coverings in corridors and communal areas, which includes the entrance and foyer. <b>All members of staff must wear a face covering in corridors and communal areas.</b> Staff exempt from wearing a face mask due to medical issues must inform Diane Jarvie in advance.</li> <li><b>Members of staff should not be entering the main office unless asked to do so. Please phone or email where possible.</b></li> <li>Face to face meetings of groups of people should be avoided, employees should make use of conference calls, virtual meetings etc.</li> <li><b>If staff members are meeting in the same room, whether in an office, a meeting room or in a staff base, they must wear a face covering, unless they are exempt. The only time they can remove their face covering is when eating or drinking.</b></li> <li><b>Staff members in the main office must wear their face covering when moving about the office.</b></li> <li>Where practicable, minimising the mixing of groups within the school environment. This will assist with track and trace requirements in the event of a case of Covid 19.</li> <li>Increased use of outdoor spaces where possible and adhering to social distancing guidelines – 6 outside spaces have been identified and must be booked by staff for their classes. This will ensure that groups do not mix when using outside spaces. The ELC will be making greater use of their allocated outside space whenever possible, weather permitting.</li> <li>Parents not permitted to access school grounds or the school building, except in Primary where parents will be asked to deliver and collect P1-3 pupils to/from their classroom doors.</li> <li>Breaks being staggered by class in primary, to avoid pupils from different classes coming into contact where possible (particularly when indoors and some more enclosed outdoor spaces). Staggered break, lunch and home time in place. End of day pick up will be by class grouping with P1-P3 handed over to parents at the classroom door and P4-P7 allowed to leave the classroom independently.</li> <li>After trialling a later soft start where pupils can enter the gate from 9.05 it was agreed that from Monday 17<sup>th</sup> August the primary gate will be open from 8.40 am – the children will be encouraged to play in their allocated zone until they can enter their classrooms. All pupils should arrive in class by 9.10a.m.</li> <li>In the secondary pupils will be allocated an area of the playground depending on their year group.</li> </ul>	3	2	6	

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	<ul style="list-style-type: none"> <li>Regular hand hygiene to be practiced.</li> <li>We trialed a one-way system which proved not to be as successful as we had hoped. However, now that the wearing of face coverings in corridors and communal areas is being introduced from Monday 31<sup>st</sup> August there will no longer be a one-way system.</li> <li>To help keep different groups apart, we will be advising year groups to use different parts of the Academy playground, as follows: <ul style="list-style-type: none"> <li>S1/S2 – top level of playground</li> <li>S5/S6 – middle level of the playground</li> <li>S3/S4 – bottom level of the playground, including the netball pitch</li> </ul> </li> <li>Year groups will enter the building at the start of the school day, after break and after lunch at times signalled as follows: <ul style="list-style-type: none"> <li>First bell – S1/S2</li> <li>Second bell – S3/S4</li> <li>Third bell – S5/S6</li> </ul> </li> </ul> <p><u>Wet Weather Arrangements:</u> Before school, at break and during lunchtime, if the weather is poor then the following arrangements are in place:</p> <ul style="list-style-type: none"> <li>S1/S2 pupils – go to the Bailey Hall</li> <li>S3/S4 pupils – can be in The Street and the canteen areas</li> <li>S5/S6 pupils – go to the Games Hall</li> </ul> <p>Duty managers will be present in all 3 areas. In Primary, the following arrangements are in place before school:</p> <ul style="list-style-type: none"> <li>P1 and P2 pupils- go to P1 classroom</li> <li>P5 and P6 pupils- go to their classrooms</li> <li>P3, P4 and P7 pupils - go to zoned areas in the Games Hall</li> </ul> <p>A member of staff will be present in the three areas. At breaks and lunchtimes, pupils will usually be supervised in their classes by a member of staff. Primary 7 pupils can't be involved in helping with this at present.</p>				
<p>School access – egress</p> <p>Peak periods, increased risk of social distancing failures, symptomatic employees or pupils</p>	<ul style="list-style-type: none"> <li>All pupils, members of staff and any visitors will be required to wear a face covering in corridors and communal areas of the school and to make use of hand sanitiser or washrooms.</li> <li>To reduce the risk of congestion at historically peak times of access and egress there should be staggered arrival and departure times to minimise pupils and parents arriving at one time in the nursery/primary. This is already in place across the ELC, Primary and Secondary with different start times. School buses arrive at different times.</li> <li>To reduce the access – egress volume at lunchtime all staff and pupils should eat outside where possible. -. S2-S4 pupils can leave at the lunch time bell but S5 and S6 pupils will be asked to wait until 1.25pm before they go down the street – they can go to the canteen at the bell though. This will help to minimise queues in shops and will be regularly reviewed.</li> </ul>	3	2	6	

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	<ul style="list-style-type: none"> <li>Head teachers to comply with procedure outlined within the building RISK assessment completed by Property Services regarding staff &amp; pupil flow.</li> <li>Access to schools to be strictly managed. Staff &amp; pupils to adhere to the self-check for COVID-19 guidelines as well as washing hands or hand sanitisation on arrival.</li> <li>Regular hand hygiene to be practiced.</li> <li>Consider how pupils get into the school to avoid bottlenecks and areas of congestion. Pupils who are going in to the lower ground floor of the secondary must enter via the door from the playground. Pupils who are going to the top floor in the secondary should take the stairs from the Street and go along the walkway to the classroom block. Primary classes to use their own class entrances to avoid congestion at main entrance.</li> </ul> <p>Primary Guidance:</p> <ul style="list-style-type: none"> <li>Due to classroom supervision, parents to be aware that they need to be responsible for distancing from other children and other parents at the school gate. Can parents please be aware of this and respect each other's space?</li> <li>Parents and adults must wear a face covering when dropping off or picking their children up from the school gate or within the playground.</li> <li>Parents should stand back with their child if they do not settle to join class. If they continue to not want to enter school, please take them to the school office where a staff member can support you with separation. If this causes staff members to come within 2m, PPE should be worn. Following such an instance, both staff and child would wash their hands thoroughly.</li> <li>Plan support as appropriate for individual children to meet designated staff member at the office if they are likely to require more personal support to separate from carer and enter school.</li> <li>At the end of the day, when collecting children from school, parents should also be aware of 2m social distancing guidelines and ensure that they are maintaining the distance.</li> <li>Similarly, parents waiting at ELC both at the start and end of the session, should be aware of the 2m social distancing guidelines, wear a face covering and respect each other's space.</li> </ul>				
<p>School/classroom capacity</p> <p>High density room occupation increased risk of contraction of Covid-19</p>	<ul style="list-style-type: none"> <li>Hot desking or sharing of equipment to be avoided where possible or sanitised pre and post use.</li> <li>Library will only be available during periods, when booked by a teacher to take their class. S6 pupils can also access the library in their free periods. It will be closed before school, at break and at lunchtime.</li> <li>All pupils should come prepared with their own equipment.</li> <li>Teachers to avoid talking to pupils at their desks, maintain 2m distance if possible.</li> <li>Staff/pupils instructed not to stop on stairwells and corridors to talk to others and where possible staff should send emails or phone other staff rather than turning up in person.</li> </ul>	3	2	6	





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	<ul style="list-style-type: none"> <li>Meeting rooms to be assessed, and two-metre social distancing points to be defined with appropriate signage, excess chairs to be removed. <del>Most</del> <b>Almost all</b> meetings will take place remotely.</li> <li>In the first instance, staff should take breaks within their classroom environment. Where not practicable staff areas to be used minimally and in compliance with social distancing. Kitchen areas to be used by one staff member at a time and cleaned pre and post use. Signage on doors.</li> <li>In areas where social distancing is not possible such as storerooms/photocopy rooms these should be restricted to single-use. Signage on doors. Anti-viral wipes and/or spray must be located near shared items of equipment to be used both before and after a person uses it: copiers, printers, kettles.</li> <li>The school foyer outside the main office should be kept clear as much as possible and no more than 4 people should be in this area at any given time. Staff and pupils should be encouraged not to hang about in this area.</li> </ul>				
<p>School culture</p> <p>Breakdown in procedures, employee/pupil weariness, reduced risk perception leading to shortcuts</p>	<ul style="list-style-type: none"> <li>Signage throughout the school to re-enforce the need for social and hygienic controls in respect of Covid-19.</li> <li><b>Two-metre social distancing markers at key points within the school</b></li> <li>Regular opportunities for feedback to discuss what is going well, concerns, suggestions, risk assessment, staff Health and Safety rep to be present. We will involve our Pupil Council in this process.</li> <li>Pro-active monitoring that all the school controls and social distancing measures are being adhered to by staff and pupils.</li> <li>Reporting of any breaches to management for investigation.</li> <li><b>Head Teacher will allocate a suitable member of staff to ensure compliance with control measures · All food located in the fridge to be labelled · No children to be sent to the school office, class teachers to use phones · Wipes to be located next to urn/kettles to enable tap to be wiped before and after use – signage in place to reinforce</b></li> <li>No communal food, i.e. sweets, biscuits, coffee, milk etc allowed in classrooms and staff bases.</li> <li>Staff/pupils/Adult Learners instructed not to stop on stairwells and corridors to talk to others and where possible staff should send emails or phone other staff rather than turning up in person.</li> <li><b>Face coverings should be worn by adults where they cannot keep two metres from other adults and / or children and young people across primary and secondary (but with ELC models permitted for early stage, P1-2, as before).</b></li> <li><b>At all Levels face coverings should be used by adults when not working directly with children, for example when moving around settings or when in staff rooms, administrative areas or canteens across all school settings.</b></li> </ul>	4	2	8	
Desks/tables and work stations	<ul style="list-style-type: none"> <li>To reduce the risk of contamination in the classroom at the start and end of each period or working day the workstation is to be wiped down with disinfectant and paper towels, the towels to be disposed of in the bin. Wipes provided.</li> </ul>	2	2	4	

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Surface contamination transfer of Covid-19 virus	<ul style="list-style-type: none"> <li>All desk hard surface areas to be cleaned by the staff and pupils. This should include, desk, chair arms, keyboard, mouse and any other items regularly touched or handled.</li> <li>Telephones and headsets if used to be sanitised at start and end of the day with appropriate sanitiser</li> <li>Where possible teachers to maintain a distance of 2m from pupils in classes.</li> </ul> <p>Individual ASN assessments have been carried out.</p>				
High contact areas  Surface transfer throughout the office, door entry and egress, tea & coffee points, rest area, staff rooms	<ul style="list-style-type: none"> <li>Where practicable avoid the use of hand contact for opening or closing of doors. Where not practicable hand sanitisation station to be placed in proximity. All entrance and exit points have hand sanitisation points. High touch point areas to be cleaned regularly</li> <li>Regular hand hygiene to be practiced.</li> <li>For multiple occupancy rooms, instigate regular cleaning of all high contact points with a suitable disinfectant. For single occupancy areas a reactive cleaning regime should be implemented. Clearly identify where cleaning responsibilities lie.</li> </ul> <p>Primary Guidance: GP room and Hall may be used by other groups. Where cleaning responsibilities lie to be clearly identified, e.g. before and after other groups and before space is used next day by school. Ensure separate storage areas and designated cupboards/equipment in room used by other groups.</p>	3	2	6	
Cleaning – infection control  Risk of contamination of surfaces in high use areas and across the office	<ul style="list-style-type: none"> <li>To reduce the risk of infection, an enhanced cleaning schedule of contact points, rest areas, and toilets has been implemented, as per facilities management specification.</li> <li>Suitable disinfectant cleaner to be used throughout the school and anti-bacterial wipes available within each room at high use areas for all staff and pupils to use at their own desks workstations and chairs.</li> <li>Where practicable, consideration should be given to having available a day cleaner or persons allocated to cleaning within each school to ensure all high use areas are thoroughly cleaned on a scheduled basis – <b>there are now two day cleaners in school every day.</b></li> <li>Staff/pupils/Adult Learners to follow hand sanitisation process regularly.</li> <li>Before schools re-open a thorough clean and disinfection should be conducted – completed.</li> <li>If anyone with suspected symptoms of COVID-19 has been in the nominated room, B1045 the room must be cleaned prior to anyone else using it. A 'NO ENTRY' sign will be put on the door.</li> <li>The classroom where the pupil came from will be isolated and cleaned before the rest of the class are allowed back in.</li> </ul>	2	2	4	



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<p>Rest area/staff rooms High use area – higher risk of social distancing breaches and contaminated surfaces</p> <p>Food and beverages hygiene</p> <p>Risk of cross infection from contaminated food items in fridge or store cupboards</p>	<ul style="list-style-type: none"> <li>In the first instance staff should take breaks based within classroom environment or outdoors</li> <li>Maximum occupancy of the rest area/staff room to be defined by the Property Services based on two-metre physical distancing rules – completed.</li> <li>Signage in place identifying maximum numbers allowed in each room.</li> <li>Suitable disinfectant/cleaning materials to be available in the area to wipe down surfaces and equipment that has been used.</li> <li>If tables and chairs within the area are used these should be wiped down before and after use with the provided disinfectant and paper towels.</li> <li>Kitchen areas to be used by single person at any given time. Area to be cleaned by user pre and post use. Signage indicating.</li> <li>Kitchen equipment should not be shared. Staff should bring items ready for consumption.</li> <li>Staff where possible should bring their lunch into the school in clean plastic containers that can be removed at the end of the day.</li> <li>Only essential items to be stored in any fridge. All items in containers to be wiped down with disinfectant before the item is stored in the fridge or after use and replaced in the fridge. Limit food storage in fridge to lunches brought from home and milk.</li> <li>Staff should wash hands after replacing items in the fridge; this will ensure they have no contamination from the items if previous controls mechanisms have broken down.</li> <li>Fridge to be cleaned by staff daily and unsealed items removed – it is not up to cleaners to clean fridges in staff bases. You may wish to set up a rota for your base.</li> <li>Shared food or communal food is not permitted.</li> <li>Do not share crockery or cutlery. Ideally you should bring your own with you each day or keep it in your classroom.</li> <li>If staff members are meeting in the same room, whether in an office, a meeting room or in a staff base, they must wear a face covering, unless they are exempt. The only time they can remove their face covering is when eating or drinking.</li> </ul>	2	2	4	
<p>Dining areas</p>	<ul style="list-style-type: none"> <li>Academy pupils and staff members must wear a face covering in the dining room, except when they are eating. Primary staff members must wear a mask in the dining room except when they are eating.</li> <li>From 18/08/20 primary pupils will eat their lunch in the canteen – see note below for details.</li> <li>Collection points will be set up in the Bailey Hall in order to spread the queues for Academy pupils.</li> <li>Please encourage your child(ren) to make use of the pre-ordering system for lunch. They can place their orders at the canteen between 8.30-9.10 or during morning break. This will help to minimise queuing.</li> </ul>	2	2	4	

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	<ul style="list-style-type: none"> <li>Pupils should eat and socialise outdoors when possible. Please ensure your child(ren) bring jackets so they can still do this when it is a little wet.</li> <li>Duty staff have been appointed to ensure compliance with all the regulations.</li> <li>Hand hygiene to be encouraged pre and post dining – stations set up.</li> </ul> <p>Primary Lunches</p> <ul style="list-style-type: none"> <li>From 18/08/20 the children are going to have their lunch in the canteen, socially distant from other classes. Routines have been established that mean there will be no mixing between groups and there will be thorough cleaning between the two lunch sittings. Moving to the canteen has the benefit of enabling the children to choose a hot lunch.</li> <li>The staggered lunchtimes remain in place, but now the only difference is that after handwashing, teachers will bring their classes to the canteen at the start of lunchtime. For Tuesday - Thursday this week, all classes will sit down at their tables straight away and the 'packed lunch' style lunches will be given out by supervising staff.</li> <li>There is no requirement for primary pupils to wear a face covering in the dining hall. However, primary staff must wear a face mask in the dining hall.</li> <li>On Friday, we will trial a hot lunch: <ul style="list-style-type: none"> <li>11.45am: P1 and P2 will queue up straight away, and the other classes will sit down at their tables, and wait to be called.</li> <li>12.20pm: P3 will queue up straight away, and the other classes will sit down at their tables, and wait to be called.</li> </ul> </li> </ul> <p>The links below show table layouts and outline the routines.</p> <p> <a href="#">P1, 2, 4, 6 Lunchtime arrangements from 18th Aug.docx</a></p> <p> <a href="#">P3, 5 and 7 Lunchtime arrangements from 18th August.docx</a></p>				

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		L 1-5	C 1-5	Overall 1-25	
Toilets and showers Risk of infection from contaminated surface, reduced social distancing	<ul style="list-style-type: none"> <li>• Instructions for all to wash hands after use of facilities and wipe down surfaces.</li> <li>• Two-metre physical distancing markers should be used where applicable.</li> <li>• Hygiene signage to be placed within toilet areas.</li> <li>• Limit the number of persons who can use the facilities at any one time. – 2 in each toilet, signage to indicate.</li> <li>• Signage on the door advising of maximum numbers allowed in.</li> </ul> <p>Primary Guidance:</p> <ul style="list-style-type: none"> <li>• Primary classroom toilets to have signage to indicate which class will use each toilet within the block.</li> </ul>	2	2	4	
Building and office vestibules and reception areas Risk of symptomatic cross contamination from hard surfaces	<ul style="list-style-type: none"> <li>• Regular cleaning of areas and hard surfaces with suitable disinfectant to be undertaken.</li> <li>• Regular hand hygiene to be practiced.</li> <li>• Social distancing signage to be in place.</li> <li>• Covid-19 isolation signage to be in place at entrances to building and office areas.</li> <li>• Windows in reception areas to be utilised. Staff members should stand back to ensure 2m distancing is met.</li> <li>• Nobody should be taking longer than necessary when signing in or out of the building, or in the main foyer outside the office. Social distancing is in place in those areas and only 2 people can be in the entrance area and 4 people in the foyer at any given time.</li> </ul>	2	2	4	
First aid Risk of cross infection	<ul style="list-style-type: none"> <li>• In the first instance any person delivering first aid must comply with the latest first aid guidelines</li> <li>• First aiders should be provided with the following PPE in case they have to administer first aid, apron, goggles, fluid resistant surgical face mask, nitrile gloves, the injured person should also be provided with a face mask.</li> <li>• If CPR is required, Hands-Only CPR is to be performed whilst waiting on emergency services. <u>Do not carry out CPR by mouth.</u></li> <li>• First aiders to remove PPE and wash hands as set out in PPE guidance and dispose of in a sealed double bag or as clinical waste if necessary. Ask janitors to put a supply of black bags in all staff bases.</li> <li>• Each building to have a room identified which can be used by symptomatic persons if required while waiting on transport home. B1045 – office in dining hall</li> <li>• All first aiders to be issued with the first aider Information sheet.</li> <li>• If anyone with suspected symptoms of COVID-19 has been in B1045 the room must be cleaned prior to anyone else using it. A 'NO ENTRY' sign will be put on the door.</li> </ul>	3	2	6	

HAZARDS	GENERAL CONTROL MEASURES	Risk Rating*			Is Action req'd? AP No.
		L 1-5	C 1-5	Overall 1-25	
	<ul style="list-style-type: none"> <li>The classroom where the pupil came from will be isolated and cleaned before the rest of the class are allowed back in.</li> </ul>				
Emergency procedures Social distancing procedures	<ul style="list-style-type: none"> <li>Schools must continue to comply with Fire safety arrangements and test procedures</li> <li>During a planned drill, social distancing amongst adults and between adults and pupils wherever possible should be maintained once the building has been evacuated.</li> <li>Pupils should remain within their own register classes and are encouraged to maintain social distancing with other groups much as possible.</li> <li><del>Adult Learners must wait in the playground adjacent to The Street, along with staff members who don't have a task assigned to them. No adult learners in school.</del></li> <li>New emergency plans will be shared with pupils/staff/adult learners on return to school.</li> </ul>	1	2	2	
Deliveries Maintaining social distancing and integrity of access/egress and escape routes	<ul style="list-style-type: none"> <li>In the first instance all deliveries should be arranged in non-pupil time.</li> <li>Where not practicable arrangements must be in place for safe delivery to designated point in school grounds. No delivery drivers to be permitted access to a school building.</li> <li>On collection staff must follow hand hygiene process.</li> <li>Staff should not sign off deliveries with shared equipment.</li> </ul>	3	2	6	
Stress and wellbeing Mental health wellbeing, feelings of isolation, concerns over pandemic	<ul style="list-style-type: none"> <li>Wellbeing champions within the school and information available for coping techniques.</li> <li>Guidance and information available through OD, Policy and Comms</li> <li>Wellbeing checks to be incorporated at regular meetings – Line Managers will feed back any issues to Senior Management Team.</li> </ul>	2	2	4	
Occupational hazards Skin exposure, dermatitis additional use of hand sanitisers, washing	<ul style="list-style-type: none"> <li>Single-use nitrile gloves to be used for infrequent cleaning</li> <li>Low-risk detergents to be used.</li> <li>Staff who require skin surveillance though frequent use of cleaning agents should alert their line manager who will take advice from SSM – Diane Jarvie – relevant staff have been issued with these.</li> </ul>	2	2	4	
Storage of personal belongings/changing facilities	<ul style="list-style-type: none"> <li>Signage asking everyone to respect each other's space will be around the school and pupils will be encouraged to be outside as much as possible.</li> <li>When accessing lockers pupils must not stretch in front of someone else. They should wait until the other person is finished and has moved away.</li> <li>In Primary, coat pegs can be used and the children should use the same peg/area for their items.</li> </ul>	2	2	4	

HAZARDS	GENERAL CONTROL MEASURES	Risk Rating*			Is Action req'd? AP No.
		L 1-5	C 1-5	Overall 1-25	
Air con use of fans Lack of natural ventilation in confined spaces increase risk of spread of Covid-19 via air con or use of fans.	<ul style="list-style-type: none"> <li>Wherever possible natural ventilation should be used within all areas – our 'air con' system works by bringing air from outside, cooling it and blowing it into the room – this is safe to use. Update w.c 14<sup>th</sup> September – Air Conditioning systems in Academy Library and Fitness suite have been disabled, following guidance on that type of air con.</li> <li>Meetings should be virtual meetings where possible else restricted to well-ventilated rooms only while complying with social distancing - Fans or air con units only to be used in line with latest guidelines - fan heaters, fan assisted heating systems or air conditioning within a single space may assist in maintaining appropriate temperatures, provided there is an adequate supply of fresh air into the space. - This approach should only be used where the balance of adequate ventilation and appropriate temperature cannot be achieved otherwise.</li> <li>Fire marked doors to remain closed</li> </ul>	2	2	4	
Ventilation within buildings during colder weather.	<ul style="list-style-type: none"> <li>Where practical, windows should be opened at least 15 mins prior to the room being used.</li> <li>External doors do not require to be wide open. Partially opening doors and windows to provide ventilation while reducing draughts</li> <li>Open internal doors or windows to prevent a build-up of stale air.</li> <li>Opening high level windows in preference to low level to reduce draughts</li> <li>Purging spaces by opening windows, vents and external doors (e.g. between classes, during break and lunch, when a room is unused, or at other suitable intervals if a space is occupied for long periods at a time)</li> <li>Seating arrangements within the classroom to be reviewed where children have reduced tolerance to cold.</li> <li>Do not locate people directly in a draught for long periods, this may be mitigated by rearranging furniture.</li> <li>Dress codes should be relaxed so that warmer clothing can be worn.</li> <li>Adjust indoor heating to compensate for cold air flow from outside</li> <li>Further information on ventilation in your building is available from – Tom Higgins, Corporate Landlord Leader, 07712666973 and Brian McQuat, Senior Clerk of Works, 07885891992.</li> </ul>				
School excursions / After school clubs	<ul style="list-style-type: none"> <li>In the first instance school excursions should be avoided until post COVID-19 phase</li> <li>Any essential excursions as part of educational learning must be separately RISK assessed and ensure compliance with social distancing.</li> <li>Trips should not take place to areas in Level 3 or 4 in Scotland or anywhere in England.</li> </ul>	1	2	2	

HAZARDS	GENERAL CONTROL MEASURES OFFICIAL	Risk Rating*			Is Action req'd? AP No.
		L 1-5	C 1-5	Overall 1-25	
	<ul style="list-style-type: none"> <li>After School Clubs are now able to take place. Places may be limited depending on the outcome of a risk assessment.</li> <li>Staff members and pupils on dedicated school transport must wear a face covering throughout the journey. This includes trips in school minibuses.</li> </ul>				
Specialist departments and shared equipment	<ul style="list-style-type: none"> <li>In the first instance sharing of equipment is to be the last resort.</li> <li>Where not practicable for educational reasons equipment to be shared with small groups only and cleaned pre and post use.</li> <li>Shared equipment to be stored in contained areas and distributed by teaching staff only.</li> <li>Hand hygiene to be adhered to.</li> <li>Computer workstations to be cleaned pre and post use by each individual and everyone to take responsibility for this. Teachers to plan time for this for every group.</li> <li>There will be specific arrangements in Music and Drama.</li> <li>PE to be conducted in line with social distancing guidelines and national governing body guidelines for individual sports. <b>Indoor PE is now in place. In the Academy only non-contact sports are being done indoors.</b></li> <li>In line with Government advice on gyms, the fitness room will not be available until further notice.</li> <li>One-way system in operation in Sports Block.</li> </ul> <p>Primary Guidance:</p> <ul style="list-style-type: none"> <li>Where possible and practical, pupils to store equipment, jotters and textbooks in their own tray to limit cross contamination. When required for marking, jotters and finished work to be left and distributed from a collection point.</li> </ul>	3	2	6	
Physical Education Use of changing rooms	<ul style="list-style-type: none"> <li><b>Social distancing guidelines are being followed within the changing room areas between staff and pupils where possible.</b></li> <li><b>Pupils to wear face coverings, if indoors, before and after activity, or when in non-playing areas of the physical education department, for example, changing rooms.</b></li> <li><b>If deemed necessary, ensure that only small numbers are using the changing rooms at any one time to maximise physical distancing and that they are well ventilated.</b></li> <li><b>In the event that there are more than two classes in the department then all boys will change in the dance studio allowing the girls to use all 4 changing rooms. They will be asked to wipe down their changing area in the changing room before they leave. This allows us to have more than 2m distance between pupils in these changing areas meaning a max of 8-10 pupils per changing room.</b></li> <li><b>Accessible changing rooms are to be used if required.</b></li> <li><b>Sanitiser and antibacterial wipes are available in all of the changing rooms.</b></li> <li><b>Soap and hot water are available to enable pupils and staff to observe good hand hygiene.</b></li> <li><b>Adequate levels of ventilation maintained.</b></li> </ul>	2	3	6	



HAZARDS	GENERAL CONTROL MEASURES	Risk Rating*			Is Action req'd? AP No.
		L 1-5	C 1-5	Overall 1-25	
Physical Education Use of PE Equipment	<ul style="list-style-type: none"> <li>All PE equipment is appropriately sanitised after use/between each lesson.</li> <li>Activities where there is no sharing of equipment are safer than those that do, activities should be planned to minimize the use of equipment.</li> <li>Consider keeping extra equipment on hand so that teaching time is not lost to reclean equipment.</li> <li>Where possible remove non- essential equipment.</li> <li>Fixed equipment should be checked by the teacher prior to use to avoid pupils having to adjust or touch it.</li> </ul>	2	3	6	
Physical Education PE Hygiene measures	<ul style="list-style-type: none"> <li>No sharing of water bottles.</li> <li>Pupils to wash their hands or sanitise upon arrival and exit to the PE department.</li> <li>No handshakes at the beginning and end of activities.</li> <li>Cleaning staff visit the PE department regularly, focussing on high touch areas using appropriate antiviral cleaning products.</li> </ul>				
Physical Education Contact between individuals and groups (PE)	<ul style="list-style-type: none"> <li>Enhanced focus on activities that do not involve close physical contact.</li> <li>During contact activities, physical distancing does not need to be maintained during play, but should be applied at all other times.</li> <li>Wherever possible efforts should be made to keep pupils in the same groups.</li> <li>Teaching staff should have an assigned area to ensure 2 meter spacing. This should be clearly marked.</li> <li>It is recommended that staff wear a face covering out with this designated area, when interacting with pupils or supporting practical tasks.</li> <li>Teacher demonstrations to be done from an assigned area to ensure 2 meter distancing from learners.</li> </ul>	2	3	6	
Physical Education Use of swimming pools	<ul style="list-style-type: none"> <li>Head / Class Teachers must ensure that they are inducted into the policies and procedures of the facility that they are attending.</li> <li>All COVID policies and procedures must always be adhered to.</li> <li>Confirmation of class sizes and capacity levels required prior to visits.</li> <li>Schools should request activity risk assessments from the swimming pool operator prior to site visit to satisfy themselves that all risks have been considered.</li> <li>All Government guidelines must be adhered to when off the school site (including traveling to and from the swimming pool).</li> </ul>	2	3	6	
Music/Singing (Transmission of Covid-19)	<ul style="list-style-type: none"> <li>Singing, brass and woodwind lessons and group lessons cannot take place with everyone physically in the same room.</li> <li>Technology to be used to facilitate collective participation (e.g. singing, music lessons, choir practice, etc. can be done virtually).</li> <li>Music lessons to take place outdoors or under a gazebo (with open sides or equivalent) with appropriate physical distancing where possible.</li> <li>No sharing of musical instruments between learners in class.</li> </ul>	2	4	8	

HAZARDS	GENERAL CONTROL MEASURES <small>OFFICIAL</small>	Risk Rating*			Is Action req'd? AP No.
		L 1-5	C 1-5	Overall 1-25	
	<ul style="list-style-type: none"> <li>• Cleaning of instruments and other equipment (e.g. music stands) to be carried out between classes.</li> <li>• Pupils should wash hands before and after touching any equipment.</li> <li>• Individual lessons where 2-meter physical distancing can be applied, the environment is well ventilated, and equipment not shared carries low risk.</li> <li>• Activities to take place for shorter periods of time.</li> <li>• Normal breathing and volume of speech (e.g. piano playing).</li> </ul>				
Music Instruction	<ul style="list-style-type: none"> <li>• Music Instruction, with a music specialist, can take place individually or in small groups, as long as bubbles aren't mixed.</li> <li>• Music Instructors and pupils must follow the guidelines set out in the IMS Face-to-Face Lessons (COVID-19) Risk Assessment.</li> <li>• Music Instructors must follow the Safe Working Procedure for COVID 19 – Instrumental Music Service delivery in schools.</li> </ul>				
Lost property	<ul style="list-style-type: none"> <li>• Any lost property to be collected and stored in individual wrapped plastic bags and labelled. Use bin liners provided for white lidded bins.</li> <li>• Staff to wear PPE for handling of any lost property.</li> <li>• Schools encouraged to remove non collected items after 2-week period so we will be disposing of items regularly. It is important that pupils are encouraged to ask at the office if they have misplaced anything, as soon as they realise they don't have it.</li> </ul>	3	2	6	
Safe infection control within younger classes P1 and P2	<p>Primary Guidance</p> <ul style="list-style-type: none"> <li>• P1 and P2 classes can follow ELC guidance as appropriate for approaches that are suitable to the age and stage of the learners.</li> <li>• Social distancing approaches for adults which are aligned with an understanding of development of young children in P1 and P2.</li> <li>• Staff in P1 and P2 to plan and agree safe routines to support play-based learning approaches as appropriate. Staff to develop a safe and sustainable cleaning routine for toys. Develop learning and teaching approaches which support play approaches whilst minimising unnecessary movement and cross-contamination.</li> <li>• Parents to avoid sending toys unless this is essential for settling within school environment. Parents should agree plans with this with the school if a toy is needed. Where possible this toy should be plastic and/or easily cleaned and should fit in the child's school bag.</li> <li>• Cleaning schedule and quarantine arrangements in place for regularly used resources and toys. Plastic toys that can be dish-washed should be cleaned in a laundry bag regularly and dried thoroughly.</li> </ul>	4	2	8	
PE Clothing and Changing (Primary)	<p>Primary Guidance</p> <ul style="list-style-type: none"> <li>• P1-P3 classes will come to school in their PE kit. They will not change at school.</li> </ul>				

HAZARDS	GENERAL CONTROL MEASURES OFFICIAL	Risk Rating*			Is Action req'd? AP No.
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	<ul style="list-style-type: none"> <li>P4-P7 classes to come to school in their PE kit, bringing a school top to change as needed. A school top should be worn for PE. Children using the changing rooms should be minimised. Cleaning responsibilities for shared use changing rooms will be clearly indicated.</li> <li>All pupils P1-P7 will bring appropriate uniform jumper/top. Plain joggers to be used for PE to ensure clothing is suitable for use throughout day.</li> </ul>				
Laptops (Primary)	<p>Primary Guidance</p> <ul style="list-style-type: none"> <li>Any laptops to be distributed to classes rather than a shared trolley. Cleaning of laptops and Ipads as cleaning of computer workstations to take place and all users to take responsibility for this with teachers planning time for this.</li> </ul>				
Additional Support for Learning (Primary)- Communal spaces	<p>Primary Guidance</p> <ul style="list-style-type: none"> <li>To support learners using fewer communal areas to support infection control, some support for learning input will be planned to take place within the class environment.</li> <li>A designated nurturing space will be developed in the GP room to enable learners who require a quiet settled area to use this as needed. Pupils who would benefit from this will be identified. If pupils from more than one class are in this area, children from different class bubbles should be at 2m distancing.</li> <li>Designated spaces to be created for learning groups that need to work outside the classroom, e.g. current nurture room and support for learning room. Cleaning of contact points as in multi-use room guidance. Cleaning responsibilities to be clearly identified.</li> </ul>				
Home School shared items	<p>Primary Guidance</p> <ul style="list-style-type: none"> <li>Alternate Literacy and Maths homework on a weekly basis to enable quarantine of books on arrival back in school for 72 hours before marking.</li> <li>Reading books to be distributed with a 72 hour gap on arrival of books before new books are distributed, e.g. distributed on Monday and returned on a Thursday to enable quarantine of reading books in a box for 72 hours before being used for other groups.</li> <li>Boxes of Accelerated Reading books to be created from library for classes to avoid visiting library. Children can take AR books home but staff should not handle these for 72 hours after their return. Quarantine of 72 hours of AR boxes between uses in different classes.</li> </ul>				
Academy pupils working with younger pupils	<p>Primary Guidance</p> <ul style="list-style-type: none"> <li>At times primary pupils will mix with Academy staff and occasionally pupils.</li> <li>Each activity will be assessed and, as long as measures set out within the Phase 2 Risk Assessment are maintained and the risk is low, the activity can go ahead.</li> </ul>				

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Large Gatherings (Primary)	Primary Guidance <ul style="list-style-type: none"> <li>Primary assemblies will not take place in person. There will be a virtual alternative with shorter assemblies twice per week via Teams in P1-P3 (ELC as appropriate)/ P4-P7 groups.</li> </ul>				
Pupil tiredness throughout day and adjusting to school routine	Primary Guidance <ul style="list-style-type: none"> <li>Primary classes to have an afternoon 15-minute outdoor play time as part of their learning time with Class Teachers to support adjusting to school routine. Pupils can choose to bring a snack for this time. This will take place in their designated zones in the playground.</li> </ul>				
Disruption to teaching non-contact time	Primary Guidance <ul style="list-style-type: none"> <li>Staff cover may be needed at short notice for staff. While every effort will be made to avoid disruption to RICCT timetables, RICCT may need to be rearranged to another point in the week in some situations.</li> </ul>				
Extra-Curricular Activities	Primary Guidance <ul style="list-style-type: none"> <li>Planned extra-curricular clubs will risk assess impact on mixing class bubbles. Cleaning responsibilities will be clearly identified.</li> </ul>				
Childsmile Toothbrushing	Primary Guidance <ul style="list-style-type: none"> <li>Childsmile will not take place in Primary 1 and 2 at present.</li> </ul>				

Assessor Name	Barry Graham	Job Title	Headteacher	Signature	Barry Graham	Date	10/11/20
Managers Name		Job Title	Education Officer	Signature		Date	
Review date	17.11.20	Reviewer	Barry Graham				



## Risk assessment Action Sheet

Title of Activity being Assessed		Reopening of Schools		Risk Assessment Ref. Number		
Action Ref. Number	Action Required	Risk Rating before Action	Risk Rating after Action	Target Date	Person Responsible for Action	Date Completed
1.	<ul style="list-style-type: none"> <li>Pupils will be sent information prior to school commencement on the specifics of school layouts, pupil flow, hand hygiene, equipment use, dining hall, use of outdoor spaces. Pupil induction on return to schools. Guidance will be sent to staff prior to returning. Staff induction will take place on Inset Days.</li> </ul>	4	4	12.08.20	Barry Graham	11/08/20
2.	<ul style="list-style-type: none"> <li>Suitable disinfectant cleaner to be used throughout the school and available within each room at high use areas for all staff and pupils to use at their own desks/workstations and chairs. Staff to be trained in its use and COSHH assessment to be in place.</li> </ul>	4	4	10.08.20	Barry Graham	11/08/20
3.	<ul style="list-style-type: none"> <li>First aiders should be provided with the following PPE in case they have to administer first aid, apron, goggles, fluid resistant surgical face mask, nitrile gloves, the injured person should also be provided with a face mask.</li> </ul>	6	6	10.08.20	Barry Graham	11/08/20
4.	<ul style="list-style-type: none"> <li>Wellbeing champions within the school and information available for coping techniques.</li> </ul>	4	4	10.08.20	Barry Graham	22/08/20
5.	<ul style="list-style-type: none"> <li>Any left property to be collected and stored in individual wrapped plastic bags, labelled and handed to office.</li> <li>Staff to wear PPE for handling of any lost property.</li> </ul>	6	6	10.08.20	All staff	11/08/20

HAZARDS	GENERAL CONTROL MEASURES	Risk Rating*			Is Action req'd? AP No.
		L 1-5	C 1-5	Overall 1-25	

Assessor Name	Barry Graham	Job Title	Headteacher	Signature	Barry Graham	Date	17/11/20
Approval Managers Name		Job Title		Signature		Date	