

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:

REOPENING OF SCHOOLS: Version 3

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

Version history

Version	Date	Summary of Changes
V3.2	12/03/21	Guidance updated to reflect Scottish Government Coronavirus (COVID-19): guidance on reducing the risks in schools incorporating supplementary Guidance on arrangements for the phased reopening of schools in February/March 2021 . Summary of changes on page 2
V2.1	04/08/20	Previous guidance replaced to reflect Coronavirus (COVID-19): Guidance on preparing for the start of the new school term in August 2020

Risk Assessment: Reopening of schools

Summary of Changes

V2.1	Hazards identified	V3.2	Hazards identified	Summary of significant changes
1. Reopening of school building & site				
1.	Ensuring the building and grounds are safe and fit for purpose	1a.	Ensuring the building and grounds are safe and fit for purpose	
		1b.	There is a lack of adherence to facilities management controls e.g. ventilation, or statutory compliance within school resulting in an increased risk of COVID-19 transmission	New
		1c.	Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	New
2. Access to grounds & 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	2.	Pupils and parents congregate at exits and entrances, car parks making physical distancing measures difficult to apply and risks pupil groups mixing	
3.	Groups of people gather in reception (parents, visitors, deliveries) which risks breaching physical distancing guidelines	3.	Groups of people gather in reception (parents, visitors, deliveries) which risks breaching physical distancing guidelines	
4.	Contractors on site whilst school is in operation may pose a risk to social distancing and infection control	4.	Contractors on site whilst school is in operation may pose a risk to social distancing and infection control	Updated
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)	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)	
6.	Movement around the school risks contact between pupil groups and physical distancing for staff	6.	Movement around the school risks contact between pupil groups and physical distancing for staff	

V2.1	Hazards identified	V3.2	Hazards identified	Summary of significant changes
7.	The size and configuration of classrooms and teaching spaces does not allow teachers and support staff to comply with physical distancing measures	7a.	The size and configuration of classrooms and teaching spaces does not allow teachers and support staff to comply with physical distancing measures	
		7b.	Teaching pupils in fuller classes will increase the risk of the virus spreading	New
8.	Communal outdoor play equipment /MUGAs are potential transfer points of infection between pupil groups	8.	Communal outdoor play equipment /MUGAs are potential transfer points of infection between pupil groups	
9.	The use of shared spaces (e.g. hall, dining room) risks different pupil groups mixing	9.	The use of shared spaces (e.g. hall, dining room) risks different pupil groups mixing	Updated
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	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	Updated
11.	The use of spaces for support for learning, inclusion, withdrawal of pupils, detentions risks the spread of infection	11.	The use of spaces for support for learning, inclusion, withdrawal of pupils, detentions risks the spread of infection	Updated
3. Risks to pupils				
12.	Pupils forget to wash their hands regularly and frequently	12.	Pupils forget to wash their hands regularly and frequently	
13.	Pupil groups may mix at lunch and break times	13.	Pupil groups may mix at lunch and break times	
14.	Pupils' behaviour on return to school does not comply with the new guidance on operating within pupil groups	14.	Pupils' behaviour on return to school does not comply with the new guidance on operating within pupil groups	Updated
15.	Pupils who are clinically vulnerable or have been shielding are not identified 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	Updated
16.	Queues for toilets and handwashing risk non-compliance with physical distance measures between pupils from different groups	16.	Queues for toilets and handwashing risk non-compliance with physical distance measures between pupils from different groups	
17.	Home to school transport do not align with locally managed start and end of day arrangements.	17a.	Home to school transport do not align with locally managed start and end of day arrangements.	

V2.1	Hazards identified	V3.2	Hazards identified	Summary of significant changes
		17b.	The risk of COVID-19 transmission is increased through non-compliance of pupils for wearing face coverings on school transport.	New
4. Risks to staff				
18.	Existing/ new staff are unaware of up to date information leading to risk to health. Policies, Procedures or Guidance	18a.	Existing/ new staff are unaware of up to date information leading to risk to health. Policies, Procedures or Guidance	Updated
		18b.	Staff are not equipped or trained to deliver remote learning	New
19.	Provision of PPE for staff where required is not in line with Scottish Government guidelines	19.	Provision of PPE for staff where required is not in line with Scottish Government guidelines	Updated
20.	The configuration of staff rooms and offices makes compliance with physical distancing measures problematic	20.	The configuration of staff rooms and offices makes compliance with physical distancing measures problematic	
21.	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	
22.	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	
23.	The lack of availability of designated First Aider	23.	The lack of availability of designated First Aider	
24.	The number of staff who are available is lower than that required to teach classes and support pupils.	24.	The number of staff who are available is lower than that required to teach classes and support pupils.	Updated
5. Cleaning & Waste Disposal				
25.	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	
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	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	
27.	There is a risk of contamination at high touch points	27.	There is a risk of contamination at high touch points	

V2.1	Hazards identified	V3.2	Hazards identified	Summary of significant changes
28.	Incorrect disposal of PPE/ contaminated waste	28.	Incorrect disposal of PPE/ contaminated waste	Updated
6. Suspected cases of Covid-19				
29.	Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	29a.	Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	Updated
		29b.	Infection transmission due to asymptomatic cases, especially of the new variants, put pupils and staff at risk and could result in some cases in school going undetected.	New
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	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	Updated
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	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	Updated
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	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	Updated
33.	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	Updated
7. Communications				
34.	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	Updated
35.	Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	35.	Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	Updated
36.	Parents and carers may not fully understand their responsibilities should a child show symptoms of Covid-19	36.	Parents and carers may not fully understand their responsibilities should a child show symptoms of Covid-19	Updated

V2.1	Hazards identified	V3.2	Hazards identified	Summary of significant changes
8. Additional site-specific issues & risks				
37.	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.	Risks are not assessed in every area of the school in light of Covid-19, leading to breaches of physical distancing and hygiene guidance.	

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) = <u>MEDIUM RISK</u>		Critical / Fatal (5)	Severe (4)	Significant (3)	Marginal (2)	Negligible (1)	Severity
Likelihood Index	Highly Probable (5)	25	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
2. Access to grounds and school building	10
3. Risk to pupils	14
4. Risks to staff	16
5. Cleaning and waste disposal	19
6. Suspected case of Covid-19	20
7. Communications	22
8. Additional site-specific issues and risks	24

Completion

9. Certification	25
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Recommended Next Steps

- Review your risk assessment focussing on the new hazards and updated considerations highlighted in **BOLD**

Hazards identified		Risk Rating (LxS=RR)	Considerations to mitigate the risk	Description of actions taken to mitigate the risk	Status
1. Reopening of school building & site					
1a.	Ensuring the building and grounds are safe and fit for purpose	3x3=9 MEDIUM	<u>Reopening of schools – buildings checklist</u> - 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. <u>Note:</u> Fire Risk Assessment and Evacuation Procedures <u>must</u> be reviewed, updated and all staff and pupils informed of any changes.	☒ Complete ☐ Work in Progress ☐ Not applicable in setting
1b.	There is a lack of adherence to facilities management controls e.g. ventilation, or statutory compliance within school resulting in an increased risk of COVID-19 transmission	3x3=9 MEDIUM	<u>Physical distancing & hygiene in schools</u> Section 34 – Facilities Management Section 47 – Ventilation	- Windows are opened in the morning - Windows to be left open if possible or opened for 10 minutes at the beginning and end of each block of learning. - Doors to be opened if no windows	☒ Complete ☐ Work in Progress ☐ Not applicable in setting
1c.	Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	3x3=19 MEDIUM	<u>Physical distancing & hygiene in schools</u> Section 3 - Operational risk assessment for school reopening	- Reminder of guidance to all staff - All staff given opportunity to feedback on updated risk assessment - Continue to follow physical distancing and hygiene protocols set out above.	☒ Complete ☐ Work in Progress ☐ Not applicable in setting

Hazards identified	Risk Rating (LxS=RR)	Considerations to mitigate the risk	Description of actions taken to mitigate the risk	Status
2. 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	<u>Physical distancing & hygiene in schools</u> - 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	Alignment of local risk assessment with current national guidance - Parents/carers advised of drop off and collection arrangements - Only Nursery, P1 and EP parents allowed in the playground. P2 to P7 to leave/collect from outside school grounds. Staff stationed at school gates to reinforce and welcome children into school - Nursery, P1, EP parents/carers to stand at 2 metre distance in the playground in different zones marked for their child's class. Face coverings to be worn by staff and parents in school grounds. - All gates open at beginning and end of day to reduce 'bottle necks' Signage on gates reminding of 2 metre distancing - School gates closed (with exception of main entrance for deliveries etc) during the school day so no public access. Signage in place to reinforce. - Signage to reinforce physical distancing outside entrances to school, and inside building. - Signage for one way system and social distancing required. Entry into school grounds through main entrance only between 9.15 and 2.45. 22/02/21 Access to grounds as stated above for Nursery to P3 parents Information sent to all parents concerned reiterating advice previously issued	☒ Complete ☐ Work in Progress ☐ Not applicable in setting

				Signs renewed at all entrance gates emphasising need for 2 metre distancing P4- P7 bubble – children to be admitted to school via P5 entrance door to playground. Nursery New annexe opening 22/02/21 Parents to wait outside to be admitted, 2 metre distancing and drop and go policy in place. New signage will be displayed clearly for parents/carers.	
3.	Groups of people gather in reception (parents, visitors, deliveries) which risks breaching physical distancing guidelines	2x3=6 MEDIUM	<u>Physical distancing & hygiene in schools</u> • 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	• Parents/carers advised of need to restrict access to the building. • Additional Nursery entrance moved to garden to reduce overcrowding • Main door to school building kept locked • Office screened off. Intercom system in use • Limited access by appointment only • Meetings to be held online or by telephone wherever possible. In case of pre-arranged face to face meetings, a space in the library will be made available –library will be closed to staff and children at this time. Cleaning in place before and after use. • School gates closed (with exception of main entrance for deliveries etc) during the school day so no public access. Signage in place to reinforce. • Hand sanitiser provided at reception with signage • Visitor sheet signed using own pen. (School pen to be removed) • All visitors to school to wear face coverings • Visitor to be shown directly to meeting area and not allowed to wait in reception • All signage installed in indoor and outdoor areas including learning spaces to reinforce good hygiene and social distancing.	☒ Complete ☐ Work in Progress ☐ Not applicable in setting

				22/02/21 As above Nursery Annexe – Parents not admitted to building. Handover to take place at entrance door. One in one out policy in place. Parents advised that they can request phonecall to share information with keyworker staff to reduce time at handover. Garden visits prior to starting nursery for new pupils.	
4.	Contractors on site whilst school is in operation may pose a risk to social distancing and infection control	2x3=6 MEDIUM	<u>Physical distancing & hygiene in schools</u> - Section 3 – Operational risk assessment for school reopening Section 34 – Facilities management. - Section 40 – Reception arrangements	- Contractors informed of mitigations in place, signage at main entrance - Hand sanitiser provided at entrance - Contact details left at reception - Face covering to be worn 22/02/21 As above	☒ 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	<u>Physical distancing & hygiene in schools</u> - 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	- Parents/carers advised of drop off and collection arrangements - Only Nursery, P1 and EP parents allowed in the playground, drop off only in the morning. P2 to P7 to leave/collect from outside school grounds. Staff stationed at school gates to reinforce and welcome children into school. - Nursery, P1, EP parents/carers to stand behind a marked line in the playground in different zones marked for their child's class. Staff and parents to wear face coverings within school grounds. - All gates open at beginning and end of day to reduce 'bottle necks' - School gates closed (with exception of main entrance for deliveries etc) during the school day so no public access. Signage in place to reinforce.	☒ Complete ☐ Work in Progress ☐ Not applicable in setting

				• Signage to reinforce physical distancing outside entrances to school, and inside building • Taxis to wait at turning circle. Staff to escort children to and from taxis to designated entrance to school when their taxi has arrived. • Late arrivals – staff on duty at main entrance to escort children into school • Late pick-ups – children wait at school office until collected 22/02/21 Access to grounds as stated above for Nursery to P3 parents Information sent to all parents concerned reiterating advice previously issued Signs renewed at all entrance gates emphasising need for 2 metre distancing P4- P7 bubble – children to be admitted to school via P5 entrance door to playground. Nursery New annexe opening 22/02/21 Parents to wait outside to be admitted, 2 metre distancing and drop and go policy in place. Keyworker groups – pictorial representation to show parents where their child should be dropped off/collected.	
6.	Movement around the school risks contact between pupil groups and physical distancing for staff	3x3=9 MEDIUM	<u>Physical distancing & hygiene in schools</u> • Section 25 – Proportionality (secondary) • Section 41 – Movement • Section 42 – Signage and direction markers • Section 52 – Interval • Section 53 – Lunchtime	• Ground floor classrooms have direct access to playground so one way system not needed. P6 to use link corridor entrance and staircase, keeping to the left. P7/6 and P7 to use main staircase, keeping to the left. • Pupils supervised when moving about the school • All staff wear face coverings when moving around the school and in communal areas, including staffrooms.	☒ Complete ☐ Work in Progress ☐ Not applicable in setting

				• In Nursery playrooms, adults do not require to wear face covering when working with children. • Outside of Nursery opening hours, staff should wear face coverings when using communal areas • Full staff meetings will be held over MS Teams. • All efforts to avoid crossing into another bubble should be avoided, but when the need does arise, staff need to wear a face covering • Appropriate signage in place inside and outside building to reinforce good hygiene and social distancing • No pupils to remain indoors during intervals • Grab n Go bags delivered to each learning space and eaten within that space or outdoors if appropriate • Children supervised when eating and when outside. Staff rota in place • ELC lunches delivered to nursery. Nursery pupils remain in their setting at all times 22/02/21 As above P1-P3 pupils to remain in current classes with risk assessments in place as previously. P4-P7 bubble based in P5 classroom with own entrance and own assigned area of the playground. Support Staff assigned to one class only and remain with them all day, playtime, lunchtime supervision. Support staff cannot work across bubbles. All information shared with staff prior to 22/02/21. Separate EP bubble created, EP children remain in their bubble all day, lunches delivered to their own classroom and own space assigned in the playground.	
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				Nursery Increased bubbles from 2 to 3, to reduce the number of children and staff working within them. Bubbles are at maximum limit of 24, well below the LA Guidance of 32. Each bubble is self sufficient in toilet arrangements for children. Staff travelling across bubbles (for toilet, access to office/staff room) should wear face covering and wash hands/sanitise hands prior to leaving and upon re-entering bubble.	
7a.	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	<u>Physical distancing & hygiene in schools</u> - Section 25 – Proportionality (secondary) - Section 42 – Signage and direction markers - Section 46 – Pupil Support	- Staff to maintain 2 metre social distancing wherever possible. - Classrooms arranged to allow adequate space for distancing where possible 22/02/21 Staff to wear face coverings in class if not able to maintain 2 metre social distancing Staff to maintain 2 metre social distancing between each other at all times Nursery All staff to follow ELC guidance. - Staff can wear face coverings if they wish when working with children. At bottle necks within the space, where 2m distance cannot be maintained, (e.g. kitchen areas) staff should wear face masks.	☒ Complete ☐ Work in Progress ☐ Not applicable in setting
7b.	Teaching pupils in fuller classes will increase the risk of the virus spreading	4x3=12 HIGH	<u>Physical distancing & hygiene in schools</u> - Section 25 – Proportionality (secondary) - Section 42 – Signage and direction markers - Section 46 – Pupil Support	N/A in primary	☐ 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	<u>Physical distancing & hygiene in schools</u> - Section 29 - Playground - Section 31 - Outdoor play equipment	- Trim track not to be used - Limit use of outdoor play equipment. If used, it should be sprayed with Quest+ and wiped down before and after use.	☒ Complete ☐ Work in Progress

				Alternative non-contact playground games to be taught and established 22/02/21 As above, Trim Track to remain closed. No outdoor play equipment in use. Playground zones established for P1 – P2, P3, P4-P7. Staff assigned to individual classes to supervise same classes in playground. Nursery Outdoor play equipment should be cleaned where possible. Children should wash hands on returning from outside.	☐ Not applicable in setting
9.	The use of shared spaces (e.g. hall, dining room) risks different pupil groups mixing	3x3=9 MEDIUM	<u>Physical distancing & hygiene in schools</u> Section 23 – Physical distancing at primary school Section 24 – Physical distancing at secondary school Section 26 – Minimising contact (grouping) - Section 27 - Resources - Section 41 - Movement - Section 42 – Signage and direction markers - Section 43 – Cloakrooms - Section 46 – Pupil Support Section 47 - Ventilation - Section 54 – Allocating toilets - Section 56 – Cleaning regime for schools and early years establishments	- Ground floor classrooms have direct access to playground so one way system not needed. P6 to use link corridor entrance and staircase, keeping to the left. P7/6 and P7 to use main staircase, keeping to the left. - Pupils supervised when moving about the school - All staff wear face coverings when moving around the school and in communal areas, including staffrooms. - In Nursery playrooms, adults do not require to wear face covering when working with children. - Outside of Nursery opening hours, staff should wear face coverings when using communal areas - Full staff meetings will be held over MS Teams. - All efforts to avoid crossing into another bubble should be avoided, but when the need does arise, staff need to wear a face covering - Appropriate signage in place inside and outside building to reinforce good hygiene and social distancing	☒ Complete ☐ Work in Progress ☐ Not applicable in setting

				• No pupils to remain indoors during intervals • Grab n Go bags delivered to each learning space and eaten within that space or outdoors if appropriate • Children supervised when eating and when outside. Staff rota in place • ELC lunches delivered to nursery. Nursery pupils remain in their setting at all times 22/02/21 As above P1-P3 pupils to remain in current classes with risk assessments in place as previously. P4-P7 bubble based in P5 classroom with own entrance and own assigned area of the playground. Support Staff assigned to one class only and remain with them all day, playtime, lunchtime supervision. Support staff cannot work across bubbles. All information shared with staff prior to 22/02/21. Separate EP bubble created, EP children remain in their bubble all day, lunches delivered to their own classroom and own space assigned in the playground. Nursery Increased bubbles from 2 to 3, to reduce the number of children and staff working within them. Bubbles are at maximum limit of 24, well below the LA Guidance of 32. Each bubble is self sufficient in toilet arrangements for children. Staff travelling across bubbles (for toilet, access to office/staff room) should wear face covering and wash hands/sanitise hands prior to leaving and upon re-entering bubble.	
10.	The use of specialist learning spaces (e.g. science labs,	3x3=9 MEDIUM	<u>Physical distancing & hygiene in schools</u> • Section 23 – Physical distancing at primary school	• Children do not access dining room • PE guidelines (see PE risk assessment):	☒ Complete ☐ Work in Progress

	technology, ICT suites and arts areas) risk the spread of infection between pupil groups		• Section 24 – Physical distancing at secondary school • Section 26 – Minimising contact (grouping) • Section 27 - Resources • Section 41 - Movement • Section 42 – Signage and direction markers • Section 43 – Cloakrooms • Section 46 – Pupil Support • Section 47 – Ventilation • Section 50 – Personal care • Section 54 – Allocating toilets • Section 56 – Cleaning regime for schools and early years establishments	• Staff will teach from behind the semi-circles to ensure 2m spacing. Alternatively staff can teach from a coned 2m area in another part of the hall depending on what they are teaching. • Staff will wear a face covering out with this area. • Pupils will follow a one-way system entering the hall from main hall door and leaving the hall from the dinner hall door. • All areas appropriately ventilated • Toilets allocated to classes with regular cleaning schedule in place. 22/02/21 As above PE to take place outdoors only. Reallocation of toilets P1- P2, infant toilets P3 – link corridor P4-P7 – opposite GP room Nursery Bubbles have their own outdoor space within the Nursery garden. Staff can also make use of space of the main school grounds outside of playtime (10.30- 10.45) and (12.30 – 1.15) for physical exercise /outdoor play.	☐ 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	<u>Physical distancing & hygiene in schools</u> • Section 23 – Physical distancing at primary school • Section 24 – Physical distancing at secondary school • Section 26 – Minimising contact (grouping) • Section 41 - Movement • Section 42 – Signage and direction markers • Section 43 – Cloakrooms • Section 46 – Pupil Support • Section 47 – Ventilation • Section 50 – Personal care	• Children only access their own learning space within the classroom • Library, ICT suite not in use • iPads to be timetabled and cleaned following use • Children come to school dressed for PE • Pupils can access hall for PE (02/11/20), one class at a time – one way system in place for entering and leaving so classes do not come into contact. 2 metre distancing during teaching time • Staff will deliver lessons that minimise the use of equipment.	☒ Complete ☐ Work in Progress ☐ Not applicable in setting

			• Section 54 – Allocating toilets • Section 56 – Cleaning regime for schools and early years establishments	• Staff will use equipment that can be cleaned easily. • Staff to thoroughly clean all equipment after use using Quest. • Benches will be pushed to the side of the hall. They can be used but must be cleaned before the next class use them. • Dinner tables will remain in the hall, but no pupils are to sit/touch them. • Pupils will sanitise their hands as they come into the hall and sanitise them as they leave the hall. • Fire doors will be opened and closed during the lesson to increase natural ventilation. 22/02/21 As above Children to remain in own learning spaces EP bubble established EP pupils to remain in own bubble and not access mainstream classes PE to take place outdoors IPads – dedicated iPads for P4-P7 bubble, named for individual children, cleaned before and after use	
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Hazards identified		Risk Rating (LxS=RR)	Considerations to mitigate the risk	Description of actions taken to mitigate the risk	Status
3. Risk to Pupils					
12.	Pupils forget to wash their hands regularly and frequently	3x3=9 MEDIUM	<u>Physical distancing & hygiene in schools</u> - Section 05 – Hand hygiene - Section 27 - Resources - Section 36 – On arrival - Section 41 – Movement - Section 42 – Signage and direction markers	Hand washing protocols in place in line with NHS guidance as per route map: <i>All staff/pupils advised to wash their hands in line with the NHS guidance.</i> <i>All staff/pupils to wash their hands each time on entering the school, before, during and after classes and before leaving the school.</i> <i>Hand sanitiser provided where suitable hand washing facilities are not readily available.</i> <i>All staff to monitor and reinforce hand hygiene with pupils and visitors to the school.</i> - Signage provided above sinks to remind pupils to wash hands - Pupils to only use toilets assigned to their class and wash their hands/ sanitise before leaving and when returning to their learning space. 22/02/21 As above – protocols reinforced with all children on return to school	☒ Complete ☐ Work in Progress ☐ Not applicable in setting
13.	Pupil groups may mix at lunch and break times	3x3=9 MEDIUM	<u>Physical distancing & hygiene in schools</u> - Section 25 – Proportionality (secondary) - Section 29 – Playground - Section 30 – External doors - Section 31 – Outdoor play equipment - Section 32 – External litter bins - Section 42 – Signage and direction markers - Section 52 – Interval - Section 53 – Lunchtime - Section 54 – Allocating toilets	Alignment of local risk assessment with current national guidance - EP, P3 – P7 playground marked into zones P1 – P2, follow ELC guidance - Trim track not to be used - Limit use of outdoor play equipment. If used, it should be sprayed with Quest+ and wiped down before and after use. - Alternative non-contact playground games taught and established - Signage in place to remind about social distancing and hand hygiene	☒ Complete ☐ Work in Progress ☐ Not applicable in setting

				In school lunchtime to follow Falkirk route map guidance as follows: • <i>Meals will comprise a Grab n Go packed lunch</i> • <i>Meals will be delivered to each classroom</i> • <i>Pupils will eat in the classroom or outside is preferred</i> • <i>Other than eating, pupils are not permitted to remain in the building at lunchtime.</i> • <i>Supervision arrangement in place</i> • Wet weather – pupils to remain in class supervised by member of staff • Each class to be assigned a toilet block to use. 22/02/21 As above EP bubble established EP pupils to remain in own bubble and not access mainstream classes EP pupils have allocated space in playground	
14.	Pupils' behaviour on return to school does not comply with the new guidance on operating within pupil groups	3x3=9 MEDIUM	<u>Physical distancing & hygiene in schools</u> • Section 04 – PPE • Section 13 – Physical distancing and minimising contact for staff • Section 14 – Parent Council/ Communication • Section 46 – Pupil Support • Section 49 – Interactions with pupils • Section 50 – Personal care <u>Other considerations</u> • 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.	• Staff model physical distancing and hygiene consistently Pupils follow expectations and rules as noted in route map: • <i>Arrive at the designated time and place.</i> • <i>Avoid congregating at the start and end of the school day.</i> • <i>Adhere to hand hygiene rules.</i> • <i>Avoid physical contact at all times. No hugs, shaking hands etc.</i> • <i>Adhere to school rules on behaviour management.</i> • <i>In the classroom, sit in the same place at all times. Do not move the table or chair.</i> • <i>Do not share belongings (stationery, food etc.) with others.</i>	☒ Complete ☐ Work in Progress ☐ Not applicable in setting

				• Only use the toilets designated to your group/class. • Above rules and expectations are communicated clearly to pupils and parents with appropriate sanctions in place/updating of school behaviour policy • Use of social stories, Ok/not Ok guidance and visuals, lanyard symbols and Boardmaker signs for younger pupils/EP • Large gatherings avoided eg no Assemblies 22/02/21 As above 15/03/21 Parents kept informed and updated re risk assessments. All updates shared with Parent Council Key messages (section 14) reiterated prior to return to school	
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	<u>Physical distancing & hygiene in schools</u> • Section 15 – Pupils/ households with symptoms • Section 22 – Promoting pupils attendance and reducing absence • Section 50 – Personal care	Parents/ Carers are advised: • Not to send their child to school if any of their children or anyone in their household displays symptoms. In such circumstances the advice is to follow national guidance on NHS Inform. • Children that fall ill with COVID-19 symptoms while in school will be isolated in PT office, parents will be contacted and child collected via the GP room exit. NHS guidance and protocols to be followed. • Parents asked to make the school aware of any underlying health conditions, Seemis updated accordingly. • The school, and the parents are clear about the definitions and associated mitigating strategies in relation to pupils who are classed as clinically vulnerable and clinically extremely vulnerable. Parents signposted to NHS website.	☒ Complete ☐ Work in Progress ☐ Not applicable in setting

				Pupils who are BAME (Black, Asian or Minority Ethnicity) may be more susceptible to poor outcomes if infected by COVID-19. Children identified in school 22/02/21 As above 15/03/21 Section 15 guidance shared with parents on return to school.	
16.	Queues for toilets and handwashing risk non-compliance with physical distance measures between pupils from different groups	3x3=9 MEDIUM	<u>Physical distancing & hygiene in schools</u> - Section 41 - Movement - Section 42 – Signage and direction markers - Section 52 – Interval - Section 53 – Lunchtime - Section 54 – Allocating toilets	- Classes assigned toilet blocks - Appropriate signage in place - Regular cleaning throughout the day 22/02/21 As above Toilet blocks reassigned as noted above in section 9	☒ Complete ☐ Work in Progress ☐ Not applicable in setting
17a.	Home to school transport do not align with locally managed start and end of day arrangements.	2x3=6 MEDIUM	<u>Physical distancing & hygiene in schools</u> Section 35 – Home to school transport (including dedicated taxis)	- Member of staff available to meet and escort children arriving in taxis - PPE available for staff when assisting children into taxis - Staff wait with children until taxi arrives at end of day 22/02/21 - As above	☒ Complete ☐ Work in Progress ☐ Not applicable in setting
17b.	The risk of COVID-19 transmission is increased through non-compliance of pupils for wearing face coverings on school transport.	2x3=6 MEDIUM	<u>Physical distancing & hygiene in schools</u> Section 14 – Parent Council/ communication - Section 20 – Parents/ carers physical distancing - Section 35 – Home to school transport (including dedicated taxis)	15/03/21 - All children in taxis wear face coverings - Advice reissued to parents of children in taxis	☒ Complete ☐ Work in Progress ☐ Not applicable in setting

Hazards identified		Risk Rating (LxS=RR)	Considerations to mitigate the risk	Description of actions taken to mitigate the risk	Status
4. Staffing					
18a.	Existing/ new staff are unaware of up to date information leading to risk to health. Policies, Procedures or Guidance	2x3=6 MEDIUM	<u>Physical distancing & hygiene in schools</u> - Section 1 – Communication Section 2 – Employee advice & support - Section 3 – Operational risk assessment for school reopening Section 4 – PPE - Section 5 – Hand hygiene - Section 6 – Staff room & offices - Section 7 – Staff toilets 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	- All staff provided with links to current national and local guidance including employee advice and support - All staff to access FC Intranet and COVID 19 documents – https://www.falkirk.gov.uk/employees/policies/docs/health-safety-care/Infectious%20Disease%20Policy.pdf?v=201910291601 https://www.gov.scot/publications/coronavirus-covid-19-guidance-preparing-start-new-school-term-august-2020/ https://www.who.int/gpsc/5may/Hand_Hygiene_When_and_How_Leaflet.pdf?ua=1 - INSET days used to reinforce above - Any new appointments (TBC) made aware of above - Regular staff meetings to take place on Teams to provide any updates - All staff provided with this risk assessment, to be reviewed on a regular basis - Staff to familiarise with PPE requirements on Scot Govt website – https://www.gov.scot/publications/coronavirus-covid-19-re-opening-schools-guide/pages/hygiene-health-and-safety/ - PPE requirements have been assessed and staff are aware of requirements for its use. PPE provided by Falkirk Council – face coverings, visors, gloves and aprons.	☐ Complete ☐ Work in Progress ☐ Not applicable in setting

				• Stock of PPE in PT office used as shielding room • All staff wear face coverings when moving around the school, when working closer than 2m with pupils and in communal areas • Hand washing protocols in place • Sanitiser provided where access to sinks is limited • All staff to monitor and reinforce hand hygiene with pupils and visitors • Physical distancing in staffrooms. Two areas have been provided – current staffroom and parents' room downstairs. • Avoid sharing of cutlery, crockery and food • Staff only use PC that has been designated to them in their learning space • Toilets allocated to certain staff, ensure physical distancing if queuing. Cleaning protocol – toilets wiped down after use • All signage installed in indoor and outdoor areas including learning spaces to reinforce good hygiene and social distancing. 22/02/21 As above Lateral Flow testing (voluntary) All staff in school building provided with information re lateral flow testing • Testing to take place 2x weekly for staff in school/nursery	
18b.	Staff are not equipped or trained to deliver remote learning	2x2=4 LOW	<u>Physical distancing & hygiene in schools</u> • Section 1 – Communication • Section 19 - Parents evenings/ meeting	15/03/21 • CPD opportunities to enhance skills • Staff allocated an ipad each through Connected Falkirk • Staff receive communications on training and tips • How to guides provided by PT • Member of SMT allocated to support	☒ Complete ☐ Work in Progress ☐ Not applicable in setting

				Whatsapp group used to relay information and share knowledge and skills	
19.	Provision of PPE for staff where required is not in line with Scottish Government guidelines	3x3=9 MEDIUM	<u>Physical distancing & hygiene in schools</u> Section 4 – PPE Section 11 – Individual Covid-19 Risk Assessment Section 12 – Return to workplace after Covid-19 - Section 45 – Sheltering - Section 46 – Pupil Support - Section 50 – Personal care <u>Other considerations</u> - 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.	- Alignment of local risk assessment with current national guidance https://www.hps.scot.nhs.uk/web-resources-container/covid-19-the-correct-order-for-donning-doffing-and-disposal-of-personal-protective-equipment-ppe-for-healthcare-workers-hcws-in-a-primary-care-setting/ - PPE requirements have been assessed and staff are aware of requirements for its use. PPE provided by Falkirk Council – gloves, face coverings, visors and aprons. - Stock of PPE in PT office used as shielding room See considerations re stocking of PPE - Estimated quantities of PPE sent to Sealock House - Designated member of support staff to check PPE levels daily and reorder from Asset Team if required 22/02/21 - As above	☒ 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	<u>Physical distancing & hygiene in schools</u> - Section 6 – Staff room and offices - Section 45 - Sheltering	- Make staff aware of following advice: Falkirk Council guidance on physical distancing https://www.gov.scot/publications/coronaviruses-covid-19-guidance-preparing-start-new-school-term-august-2020/ - Physical distancing in staffrooms/office. Two areas have been provided – current staffroom and parents’ room downstairs. Maximum occupancy has been assessed and signposted	☒ Complete ☐ Work in Progress ☐ Not applicable in setting

				- All staff to wear face coverings when moving around the school and in communal areas, including staff rooms - Communal chairs to be identified and labelled for individual use - Avoid sharing of cutlery, crockery and food 22/02/21 As above Staff reminded re protocols on return to school Quest+ provided in communal areas, tables to be cleaned after use	
21.	The use of fabric chairs may increase the risk of the virus spreading	3x3=9 MEDIUM	<u>Physical distancing & hygiene in schools</u> Section 6 – Staff room and offices	- Communal chairs to be identified and labelled for individual use - Staff only to use desk/computer chair in classroom – reduce hot desking 22/02/21 As above	☒ 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	<u>Physical distancing & hygiene in schools</u> Section 5 – Hand hygiene	- All learning areas have access to sinks - Hand sanitiser provided for all learning spaces. 22/02/21 As above	☒ Complete ☐ Work in Progress ☐ Not applicable in setting
23.	The lack of availability of designated First Aider	3x3=9 MEDIUM	<u>Physical distancing & hygiene in schools</u> - Section 44 – First aid roster - Section 51 – First aid provision/ First responders	- All support staff are First Aiders - Designate support staff to provide First Aid to staff - Support staff allocated to each class to provide First Aid 22/02/21 As above Support Staff assigned to individual classes are first aid trained Identified staff in place to support individual children with medication Nursery	☒ Complete ☐ Work in Progress ☐ Not applicable in setting

				Each bubble has an identified First Aider and all bubble are followed with arrangements for medication.	
24.	Due to COVID-19 the number of staff who are available is lower than that required to teach classes and support pupils.	4x3=12 HIGH	<u>Physical distancing & hygiene in schools</u> - Section 2 – Employee advice & support - 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 <u>Other considerations</u> - 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.	- All staff aware of physical distancing and hygiene protocols - Staff do not attend school if showing symptoms of Covid19 - Arrangements in place should staff develop symptoms in school - Staff previously shielding or pregnant have individual risk assessments in place - Staff aware of support available: https://falkirk.gov.uk/employees/coronavirus/wellbeing/mental.aspx - Risk assessments in place for clinically vulnerable and pregnant staff 22/02/21 As above Lateral Flow testing – all staff have access to information packs and testing kits. Testing to take place 2x weekly. Nursery - OH referral for pregnant member of staff, following individual risk assessment being carried out.	☒ Complete ☐ Work in Progress ☐ Not applicable in setting

Hazards identified	Risk Rating (LxS=RR)	Considerations to mitigate the risk	Description of actions taken to mitigate the risk	Status
5. Cleaning & Waste Disposal				
25.	Cleaning capacity is reduced so that ongoing cleaning of surfaces are not undertaken to the specification required 2x3=6 MEDIUM	<u>Physical distancing & hygiene in schools</u> Section 56 – Cleaning regime for schools and early years establishments	- Daytime cleaner allocated - High touch areas eg light switches, door handles, banisters cleaned more regularly - General cleaning takes place daily - Pupils have personal learning packs to reduce sharing of equipment and a designated space to work within the classroom 22/02/21 As above Nursery Regular cleaning routines for high touch areas, cleaner will clean these areas in the middle of the day. Reduced clutter on surfaces to increase effectiveness of cleaning.	☐ 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	<u>Physical distancing & hygiene in schools</u> Section 55 – Consumables	- Additional funding in place to order soap, paper towels, toilet roll and hand sanitiser - Support staff allocated to monitor supplies and reorder when needed 22/02/21 As above Nursery Allocated staff to monitor levels and let Janitor know when stocks are running low.	☒ Complete ☐ Work in Progress ☐ Not applicable in setting
27.	There is a risk of contamination at high touch points 4x3=12 HIGH	<u>Physical distancing & hygiene in schools</u> - Section 6 – Staff room and offices - Section 7 – Staff toilets - Section 27 - Resources - Section 30 – External doors - Section 31 – Outdoor play equipment - Section 32 – External litter bins - Section 40 – Reception arrangements	- Make staff aware of following advice: Falkirk Council guidance on physical distancing - Avoid sharing of cutlery, crockery and food - Staff only use PC that has been designated to them in their learning space - Staff to use allocated toilets - All door handles/plates to be sprayed with Quest+	☒ Complete ☐ Work in Progress ☐ Not applicable in setting

			- Section 48 - ICT - Section 56 – Cleaning regime for schools and early years establishments	- Limit access to outdoor play equipment. Where used, spray with Quest+ before and after use - Playground litter bin touch points sprayed with Quest+ and wiped down after intervals - Hand sanitiser provided at reception with signage - Visitor sheet signed using own pen. (School pen to be removed) - ICT – all iPads to be wiped with Quest+ before and after use - Staff access own PC only - ICT suite closed and not accessible to pupils - Daytime cleaner allocated - High touch areas eg light switches, door handles, banisters cleaned more regularly - General cleaning takes place daily - Pupils have personal learning packs to reduce sharing of equipment - All toilets wiped down and disinfected by allocated cleaner after interval and lunchtime - ELC has cleaning rota in place 22/02/21 As above P4-P7 bubble – pupils use own designated and named iPad, cleaned before and after use	
28.	Incorrect disposal of PPE/ contaminated waste	3x3=9 MEDIUM	<u>Physical distancing & hygiene in schools</u> Section 4 – PPE - Section 45 – Sheltering - Section 50 – Personal care	Follow advice below: https://www.hps.scot.nhs.uk/web-resources-container/covid-19-the-correct-order-for-donning-doffing-and-disposal-of-personal-protective-equipment-ppe-for-healthcare-workers-hcws-in-a-primary-care-setting/ - Bin provided in first aid room for disposal of PPE. - Bins emptied by janitor at end of the school day	☒ Complete ☐ Work in Progress ☐ Not applicable in setting

				22/02/21 As above Nursery All PPE and potentially contaminated waste (e.g. tissues) will be disposed in a lidded bin available within the Nursery bubble.	
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Hazards identified		Risk Rating (LxS=RR)	Considerations to mitigate the risk	Description of actions taken to mitigate the risk	Status
6. Suspected case of COVID-19					
29a.	Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	4x3=12 HIGH	<u>Physical distancing & hygiene in schools</u> - 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	- Staff do not report to school if they are showing symptoms - Staff move to designated shielding area (PT office) if they develop symptoms in school - Daytime cleaner to clean learning space - Parents inform school of any underlying health conditions – updated on Seemis and updated regularly - Parents advised not to send their children to school if they or a member of their household are showing any symptoms of Covid19 - Children that fall ill with COVID-19 symptoms while in school will be isolated in PT office, parents will be contacted and child collected via the GP room exit. NHS guidance and protocols to be followed. PT office to be decontaminated after each use - The school, and the parents are clear about the definitions and associated mitigating strategies in relation to pupils who are classed as clinically vulnerable and clinically extremely vulnerable. Parents signposted to NHS website. - Pupils who are BAME (Black, Asian or Minority Ethnicity) may be more susceptible to poor outcomes if infected by COVID-19. Children identified in school - Parents advised to have pupils tested and results shared with school. Head of Education informed of any positive tests - Pupil's desk and chair to be cleaned and no other pupil to use for the rest of the day	☒ Complete ☐ Work in Progress ☐ Not applicable in setting

				22/02/21 As above All school staff have access to lateral flow testing kits for early detection of Covid and are encourage to use. Nursery Regular staff updates relating to what to do if they have symptoms through staff meetings. Reminder of processes included in communications to parents on 18.2.21.	
29b.	Infection transmission due to asymptomatic cases, especially of the new variants, put pupils and staff at risk and could result in some cases in school going undetected.	4x3=12 HIGH	<u>Physical distancing & hygiene in schools</u> Section 2 – Employee advice and support - 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	15/03/21 - Bubbles created to ensure infection transmission is limited - Teachers have flow testing kits - Social distancing between adults and adults and pupils - Test and Trace protocols in place - Protocols in place if a teacher tests positive	☒ Complete ☐ Work in Progress ☐ Not applicable in setting
30.	Staff, pupils and parents are unsure of the school's procedures (including self-isolation and testing) should anyone display symptoms of COVID-19	2x3=6 MEDIUM	<u>Physical distancing & hygiene in schools</u> - 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	- All staff provided with links to current national and local guidance including employee advice and support - INSET days used to reinforce above - Any new appointments (TBC) made aware of above - Regular staff meetings to take place on Teams to provide any updates - All staff provided with this risk assessment, to be reviewed on a regular basis - Flow charts in place and shared with staff and parents Procedures in place as follows: - Staff do not report to school if they are showing symptoms	☒ Complete ☐ Work in Progress ☐ Not applicable in setting

				• Staff move to designated shielding area (PT office) if they develop symptoms in school • Daytime cleaner to clean learning space • Parents inform school of any underlying health conditions – updated on Seemis and updated regularly • Parents advised not to send their children to school if they or a member of their household are showing any symptoms of Covid19 • Children that fall ill with COVID-19 symptoms while in school will be isolated in PT office, parents will be contacted and child collected via the GP room exit. NHS guidance and protocols to be followed. PT office to be decontaminated after each use • Staff and parents are clear about the definitions and associated mitigating strategies in relation to pupils who are classed as clinically vulnerable and clinically extremely vulnerable. Parents signposted to NHS website. • Pupils who are BAME (Black, Asian or Minority Ethnicity) may be more susceptible to poor outcomes if infected by COVID-19. Children identified in school • Parents advised to have pupils tested and results shared with school. Head of Education informed of any positive tests • Pupil's desk and chair to be cleaned and no other pupil to use for the rest of the day 22/02/21 As above • Guidance reissued to staff and parents on return to school /ELC– flow charts provided by FC	
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31.	Staff, pupils and parents are unsure of the school's procedures should there be a confirmed case of COVID-19 in the school	2x3=6 MEDIUM	<u>Physical distancing & hygiene in schools</u> - 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	- All staff provided with links to current national and local guidance including employee advice and support - INSET days used to reinforce above - Any new appointments (TBC) made aware of above - Regular staff meetings take place on Teams to provide any updates - All staff provided with this risk assessment, to be reviewed on a regular basis - Parents made aware of school's procedures at beginning of term - Flow charts in place and shared with staff and parents 22/02/21 As above Guidance reissued to staff and parents – FC flow charts Nursery - Flow charts shared with parents of children starting Nursery	☒ Complete ☐ Work in Progress ☐ Not applicable in setting
32.	NHS Test and Protect is not used effectively to help manage infection control amongst pupils and staff, maximise staffing levels and support staff wellbeing	3x3=9 MEDIUM	<u>Physical distancing & hygiene in schools</u> - 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	- Reinforce advice that staff and pupils should not come into school if they have any Covid19 symptoms - All staff should follow NHS guidance - Staff directed to supports available - Flow charts in place and shared with staff and parents 22/02/21 As above - Lateral flow testing kits available to all school staff for early detection	☒ 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	<u>Physical distancing & hygiene in schools</u> Section 4 – PPE - Section 51 – First aid provision/ First responders	- PPE available in PT office – used as a shielding room – including hand sanitiser - PT office surfaces to be cleared and cleaned - PT office cleaned thoroughly after each use 22/02/21 As above	☒ Complete ☐ Work in Progress

					☐ Not applicable in setting
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Hazards identified		Risk Rating (LxS=RR)	Considerations to mitigate the risk	Description of actions taken to mitigate the risk	Status
7. 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	<u>Physical distancing & hygiene in schools</u> - Section 1 – Communications - Section 3 – Operational risk assessment Section 14 – Parent Council/ communication - Section 20 – Parents/ carers physical distancing <u>Other considerations</u> - 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.	- All staff provided with links to current national and local guidance including employee advice and support - INSET days used to reinforce above - Any new appointments (TBC) made aware of above - Regular staff meetings to take place on Teams to provide any updates - All staff provided with this risk assessment, to be reviewed on a regular basis - Ensure Parent Council are informed about physical distancing guidance and plans for school reopening. Share risk assessment and other key information - Flow charts in place and shared with staff and parents - All communication by email, use of school App 22/02/21 As above Advice and flow charts reissued on school reopening - All information issued by SSI shared with stakeholders, parents/carers	☒ 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	<u>Physical distancing & hygiene in schools</u> - 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	As 34 - Risk assessment added to school website and App - All parents informed of arrangements prior to start of term - Flow charts in place and shared with staff and parents 22/02/21 As above Advice and flow charts reissued on school reopening	☒ Complete ☐ Work in Progress ☐ Not applicable in setting

				All information issued by SSI shared with stakeholders, parents/carers	
36.	Parents and carers may not fully understand their responsibilities should a child show symptoms of Covid-19	4x3=12 HIGH	<u>Physical distancing & hygiene in schools</u> 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	As 34 - Risk assessment added to school website - Flow charts in place and shared with staff and parents - Groupcall used to update and share information with parents 22/02/21 As above - Updated Risk assessment shared with parents/carers	☒ Complete ☐ Work in Progress ☐ Not applicable in setting

Hazards identified		Risk Rating (LxS=RR)	Considerations to mitigate the risk	Description of actions taken to mitigate the risk	Status
8. 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 Certificate

Note:

- Risk Assessments must be reviewed termly, whenever there is a significant change in the activity and following any incident.
- Risk Assessments must be retained for a period of 6 years.

Name of Establishment		Name of Head of Establishment	Date completed/ Reviewed

Please retain your Risk Assessment in school