

Education Resources – Lanark Primary School & ELC

Risk Assessment

Assessment Title	Covid-19 Exposure – Reducing the Risks in Schools from May 2022										Generic <input checked="" type="checkbox"/> Specific <input type="checkbox"/>	
Scope of Assessment	To ensure a safe and supportive environment for learning and teaching										Reference	ER 24/05/22- 7
											N° Affected	various
Persons: Employee <input checked="" type="checkbox"/> Service User <input checked="" type="checkbox"/> Contractor <input checked="" type="checkbox"/> Visitor <input checked="" type="checkbox"/> Young Person <input checked="" type="checkbox"/> Public <input checked="" type="checkbox"/> Frequency: <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Hourly <input checked="" type="checkbox"/> Occasionally <input type="checkbox"/>												
RISK COLOUR CODE/ SCORE		LOW RISK ✓			MEDIUM RISK			HIGH RISK			VERY HIGH RISK	

Aide Memoir ✓ - present and considered, X considered not to be present						Machinery	x	Slip / Trip / Fall	x	Traffic / Driving	✓	Dangerous Substances	x
Hygiene	✓	Workplace	✓	Handling / Lifting	x	Environment	✓	Access Equipment	x	Electricity	x	Moving / Falling Objects	x
Temperature	✓	Fire / Explosion	x	Pressure System	x	Weather	x	DSE / Ergonomics	x	Violence	x	Tools / Work Equipment	x
Work at Height	x	Noise / Vibration	x	Other (s) (note)	✓	Note: Infectious disease							

Hazard/ Concerns	Risk Rating	Control Measures	Residual Risk Rating	Further Action Required
1. Exposure to Covid-19 infection as a result of direct or close contact with others	12 High	Physical distancing between adults, and between adults and children and young people, whilst no longer mandatory is good practice and should remain in place where practicable. Children, young people, and staff should follow the wider societal guidance on physical distancing in schools or on dedicated school transport. As is the case in wider society it will remain important to be cautious and exercise personal responsibility. It is recognised that where possible, it is safer to keep a distance from other people with 1m distancing being accepted as reasonable and proportionate.	4 Low	
Additional Local Concerns To be completed by assessor				

<p>2. Exposure to Covid-19 infection as a result of poor Personal Protective Equipment. (PPE)</p>	<p>12 High</p>	<p><u>Personal Protective Equipment (PPE)</u></p> <p>Face coverings can be worn by anyone wishing to do so in any part of the school.</p> <p>The use of face coverings by all staff and young people in secondary schools, and by all staff in primary schools, in indoor communal areas (staff bases) and when moving around the school building is still expected, but not mandatory: -</p> <ul style="list-style-type: none"> • Pupils do not require to wear face coverings in classrooms or exam settings, but may choose to do so, if they feel this is appropriate. • Careful attention should be given to the requirements of individuals with additional support needs when implementing this measure. Where there is a need to work in proximity with adults and children and young people the safety measures to protect adults and children and young people alike should be followed. Staff should wear a face covering or PPE where a risk assessment has deemed it appropriate and regularly wash their hands before and after contact. Guidance on supporting children and young people with additional support needs is published by the Scottish Government and continues to apply. https://www.gov.scot/publications/coronavirus-covid-19-supporting-children-and-young-people-with-complex-additional-support-needs/ • <i>All establishments should stay prepared to strengthen the use of face coverings should Education Resources and local public health teams advise.</i> 	<p>4 Low</p>	
<p>Additional Local Concerns To be completed by assessor</p>				

3. Exposure to Covid-19 infection as a result of poor personal hygiene	12 High	Personal hygiene Washing hands thoroughly, at the right time, using appropriate facilities and products helps to prevent the spread of COVID-19. Schools should continue to support staff and children and young people to follow advice on good hand hygiene, Ensure staff, pupils and visitors are aware of the importance of frequent and thorough/ handing washing/sanitising. All visitors will, however, be expected to comply with the school's routine measures and arrangements for managing and minimising risk.	4 Low	
Additional Local Concerns To be completed by assessor				
4. Exposure to Covid-19 infection as a result of poor environmental hygiene	12 High	<ul style="list-style-type: none"> • Ensure Facilities staff regularly surface clean in schools. • Ensure regular surface clean on school transport. • Effective respiratory and cough hygiene also helps to minimise the risk of the transmission of COVID-19. 	4 Low	
Additional Local Concerns To be completed by assessor				
5. Increased risk of exposure to Covid-19 infection as a result of poor ventilation	12 High	<p>There should be a continued strong focus on good ventilation. In addition, further local CO² monitoring will take place in line with Scottish Government requirements to support the goal of all school (and early years) buildings, including learning and teaching spaces, being assessed on an ongoing basis for ventilation issues with a view to remedial action being taken where required.</p> <p>Seek to increase ventilation levels by actively opening windows and doors where practical and safe to do so. (Heating systems have been increased in both temperature and length of running time to assist with maintaining room temperatures).</p> <ul style="list-style-type: none"> • Arriving in your classroom, external doors can be opened as required (will also reduce contact with door handles). Ensure no obstructions by opening blinds/curtains and removing any items blocking vents. 	4 Low	

		<ul style="list-style-type: none"> • When pupils arrive open windows to their fullest as allowed by the restrictor. Top windows should be open where possible. • Should pupil occupancy levels exceed 25 in the secondary sector then windows should be opened to the maximum available, subject to any restrictors, for as long as possible. • If the room is cold and feels well ventilated some windows can be closed. However, those windows which have the least impact, relative to causing draughts, should remain open to at least the minimum amount. • At lunchtime, breaks and in between classes windows should be opened fully for 5-10 mins. • Lower temperatures and likely windy conditions in the winter months will increase the natural ventilation through openings. This means that partially opening windows and doors can still provide adequate ventilation at the same time as maintaining room temperatures. • Consider flexibility in permissible clothing while indoors and the benefits of re-designing seating plans to reflect individual pupil or staff temperature preferences. • At the end of the day, remember to close all windows for security reasons. • Internal fire doors should not be held open unless they have a hold open and self-closing mechanism which responds to a fire alarm activation. • Not all classrooms have operational opening windows and the flow of air in mechanical systems are designed to take account of normal occupancy capacities and have been set to run longer, however as with other classrooms consider leaving doors open to further enhance air flow. • Any specific issues should be reported in the normal way to allow a member of the technical team to carry out an assessment of any action required. 		
Additional Local Concerns To be completed by assessor				

Additional Local Concerns To be completed by assessor				
7. Increased risk of exposure to Covid-19 infection risks through practical activities	12 High	<ul style="list-style-type: none"> Review existing risk assessments and safe systems of work for practical subject areas taking account of the controls above and Education Scotland National Improvement Hub – Practical Activities Guidance. 	4 Low	
Additional Local Concerns To be completed by assessor				
8. Additional Risk Areas	12 High	<ul style="list-style-type: none"> Children and young people with additional support needs. Every child and young person will have different levels of required support. Risk assessments play a key part in considering the individual needs of a child or young person. Risk assessments, which may be integrated into a Child's Plan, should already exist for children and young people with complex additional support needs. These risk assessments should be reviewed and updated as appropriate, reflecting current circumstances. https://www.gov.scot/publications/coronavirus-covid-19-supporting-children-and-young-people-with-complex-additional-support-needs/ Ensure that staff are fully aware of the wellbeing supports available to them including those via South Lanarkshire Council's Employee Assistance Scheme. 	4 Low	
Additional Local Concerns To be completed by assessor				

Supplementary recording sheet used? Yes ☐ No ☒ Number of sheets used: _____

Note on Manager Actions:

Heads and Managers should use this assessment to cover general and local matters specific to their establishment. This local information can be added above to create an overall action plan to help ensure everyone understands what is required of them and how they can best protect themselves and others.

You should review this document in partnership with staff and their representatives, adapt as necessary for your establishment, sign off and share with all persons involved. It is good practice to review these arrangements on an ongoing and regular basis with your team.

Specific Additional Guidance/Notes: <ul style="list-style-type: none"> Ed Res Covid_19 Pupils Returning Safe System of Work Current public health approach on clinical vulnerabilities Government direction and guidance on required action available from www.gov.scot/coronavirus-covid-19/ 		
Further Actions/Recommendations	Timescales	Responsible Person
Continue to encourage the wearing of face-coverings within communal areas- including visitors	Ongoing	Head Teacher
Standard Actions		
Provision of Information, Instruction and Training		
Passing on the details to others within SLC, partners or contractors		
Preparation of Safety System of Work		
Commissioning other specialist risk assessments (please list relevant ones)	1)	
	2)	
	3)	

Risk Matrix. Use the matrix below to give a general evaluation of risk, based on the most likely outcome.					
Almost Certain (90% - 100%)	5	10	15	20	25
Likely, only to be expected (65 - 88%)	4	8	12	16	20
Probable, not surprising (40 - 64%)	3	6	9	12	15
Unlikely (10 - 39%)	2	4	6	8	10
Rare (0 - 9%)	1	2	3	4	5 **
Likelihood Consequence	Insignificant (Scratch, minor)	Minor (Lacerations/sprain strains, mild health effects)	Moderate (Minor bone break, temporary minor illness/eye injury)	Major (break of major bone, loss of digit, minor illness, electric shock loss of limb/eye serious illness)	Catastrophic (Fatality)

Low	Medium	High	Very High
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** If a fatality is being considered as the principal potential outcome, discussion should take place with the H&S team

Risk Assessor(s): Farah Crook (Head Teacher) Jane Gracie (EIS Representative)		Manager Name: Farah Crook Establishment: Lanark PS & ELC	Date: 24/5/22
Reviewer: Rae McNally			
Signature(s)  	Date: 24/5/22	Signed: 	