|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Service: Care and Learning** | **Description of Work Activity or Area of the Workplace Assessed:**  **Coronavirus(COVID-19) – School Staff – Head Teacher, Depute Head Teachers, Teachers and Clerical**  **School Pupils**  **School visitors** | | | | | | | **Name of Assessor:**  **Mhairi MacDonald/**  **Vicki Parfitt** |
|  |  |
| **Area:**  **West** | **Date completed:**  **24/6/2020** |
|  |  |
| **Location: Dunvegan Primary School** |  | | | | | | | **Date of Review:**  **18/8/20** |
|  |  |
| **Step 1** | | **Step 2** | **Step 3** | **Step 4** | | | **Step 5** | |
| List potential Hazards here: | | List groups of people at risk from hazards. Including those most vulnerable: | List existing control measures or note where information may be found: | Calculate the residual risk - taking account of existing control measures  **Severity x Likelihood = Risk Rating**  (1 to 3) (1 to 3) | | | List further risk reduction control measures (include implementation date if known) | |
| **1.** Coronavirus(COVID-19) –  schools risk of infection | | Staff, children, visitors, contractors | General  In line with procedures and guidance, only allow staff /children in good health to be in schools - Where staff have a high temperature, new continuous cough or loss or change to their sense of smell or taste, they should remain at home and follow infection control guidelines in line with Government guidance.  Staff, children and any visitors must clean their hands either before or on entering the classroom. They must also wash hands on leaving the classroom. This must be done every time the classroom is entered or left.  Build handwashing into daily routine.  Where tissues are used, bin immediately, then wash hands. Staff should cough into the crook of the elbow or tissue. Children to be encouraged to follow this procedure.  Practice good hygiene practices regular hand washing by all staff, children and visitors.    Preferred options for cleaning hands from HSE guidance on this:  1. soap and hot water  2. soap and cold water  3. 70% alcohol hand sanitisers.  Wash hands for at least 20 seconds when:  Before leaving home  On arriving at work or other premises  After using the toilet  After breaks  After sporting activities  Before food preparation  Before eating any food, including snacks  Before leaving work  On arrival at home  Avoid touching eyes, nose and mouth with unwashed hands. Children should be supervised and supported to follow the guidance.  Minimise physical contact with others – e.g. no hand shaking. Social distancing to be adhered to as far as is possible.  Minimise physical contact with the person, e.g. no hand shaking. Where possible some social distancing in line with current Government advice should be maintained between staff and children in the classroom. Avoid kneeling/bending down near the child’s face, if possible.  Mail will be marked as it arrives and kept in quarantine for 72 hours. Essential mail will be opened with gloves and outer packaging disposed of immediately.  Equipment  Minimise contact with surfaces if possible, e.g. tables, furniture. Spray bottles containing disinfectant or cleaner/sanitiser will be provided for each room along with disposable blue roll and will be replenished by FM/Cleaning as required.  Additional supplies of resources including tissues, soap and hand sanitizer will be provided. Also, provide these in toilets.  Toilet lid, where provided should be closed before flushing. After washing hands, avoid direct contact with taps when turning off e.g. use paper towel.  Where possible, keep windows open.  Do not share items that come into contact with your mouth such as cups & bottles  Do not share items such as cups, dishes, pencils & towels  Staff hair tied back where appropriate and clothes changed daily.  Handwashing posters displayed in classrooms.  Staff maintain the social distancing requirements at breaks/meal times and at all other times whenever possible.  Non-fire safety doors should be kept open to minimise shared contact.  Door handles, light switches, taps and toilet handles will be disinfected regularly throughout the day.  Only adults allowed in individual classrooms are CT and PSA, along with Cleaner at the end of the day. Children are not to mix between classes inside the building and no equipment will be shared between classes. Class teachers/Head teacher should not enter other classrooms.  Equipment within the classroom to be kept to a minimum. Any resource that cannot be cleaned/disinfected will be removed.  Children will have individual textbooks/resources provided and will be cleaned at the end of each day.  Lunches will be taken in classrooms with hygiene practices followed.  One reading book can be sent home but will only be touched by the child within class. It will be quarantined on return from home.  Nursery to wash all play equipment/resources daily. Have a smaller selection of toys/resources available at one time and rotate.  School bags  Children will be asked not to bring soft toys or other personal items from home, other than one pencil case and indoor shoes. Shoes will only be handled by each individual child and will remain in school.  Clothing  Children should come to school in fresh clothes each day, whenever possible.  Toilets  Will be monitored to ensure social distancing if different classes using.  Any concerns with standards of cleanliness should be first reported to the head teacher who will direct their concerns to the main contact for Cleaning & FM Service, and if not resolved satisfactorily escalated to the Area Education and Learning Manager.  Visitors  No contractors in the building unless pre-arranged and social distancing enforced.  Visitors to the School will be limited to essential visitors only and they must follow hygiene procedures. Visit must also be pre-arranged.  The response to the coronavirus COVID-19 outbreak is complex and fast moving. Relevant websites will be checked daily and advice will be adapted accordingly. Note the following links:  [**Health Protection Scotland**.](https://www.hps.scot.nhs.uk/a-to-z-of-topics/covid-19/)  and <https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf> which includes guidance on Educational settings (section 2.3). | **3** | **1** | **3** | From 11/8/20  If allergies to hand gel consider the provision of bottles of (tap) water, soap and paper towels with them to remove the need for hand gels | |
| **2.** Provision of assistance to  person developing symptoms  Covid-19 (Coronavirus)  and/or  when dealing with spillages or  cleaning up body fluids,  blood, vomit, etc. | | Staff Children | Anyone developing any of the Covid-19 symptoms above, should return home and self-isolate for 7 days. Other family members at home should self-isolate for 14 days in line with government guidance.  Health Protection Scotland guidance always followed[**Health Protection Scotland**.](https://www.hps.scot.nhs.uk/a-to-z-of-topics/covid-19/) **(**[**hpt.highland@nhs.net**](mailto:hpt.highland@nhs.net)**)**  If a staff member was dropped off by a spouse/partner and that staff member subsequently develops symptoms of Covid-19 whilst at school, they must be removed from the setting and isolated until they can be picked up.  A suitable room/area in the school identified to ensure person can be isolated.  Where assistance is needed with an unconfirmed case of Covid-19 (e.g. someone is isolated and awaiting pick up), use of Personal Protective Equipment (PPE) may be appropriate where social distancing cannot be maintained. Disposable gloves (nitrile) and disposable plastic apron are recommended. Fluid Resistant Surgical Mask (Type IIR) where social distancing cannot be maintained. Disposable eye protection (such as face visor or goggles) should be worn if there is a risk of splashing into the eyes.  Arrange for deep clean to be carried out subsequently of person’s work area and door knobs, handles and other items with which they may have come in contact.  Emergency contact list for staff and children should be accessible and up to date.  Get advice from Highland Health Protection Team on 01463 704886 if required. | **3** | **1** | **3** | From 11/8/20  The library is our quarantine room. | |
| **3.** Waste | | Staff, visitors, contractors,  Children | Consumable waste items that have been in contact with a person with symptoms, including used tissues, should be put in a plastic rubbish bag, double bagged and tied.  Double bag placed in a secure location. If person tests negative for Covid-19, bag can be put in normal waste. If person tests positive, then bag should be kept secure for at least 72 hours and this can then be put in normal waste. | **3** | **1** | **3** |  | |
| **4.** Fire | | Staff, children, visitors, contractors | Emergency evacuation procedures up to date.  Ensure all are familiar with the sound of the fire alarm, procedures and evacuation routes.  Register for staff and children.  Sign in for visitors and contractors.  Fire drills held.  Weekly alarm testing, ensuring fire doors/exits are operating correctly.  Keep corridors and fire exits clear.  Staff familiar with telephony. | **3** | **1** | **3** |  | |
| **Laundry** | | Staff, Children | Any clothing, towels or other laundry used by the staff member or child should be bagged in accordance with current policy or into disposable plastic bags (double bagged and tied). Bag should be set aside in secure location pending assessment of the possible case by a healthcare professional. If the test result is negative, then the laundry can be managed as normal policy. If the result is positive follow guidance from the local Health Protection Team – 01463 704886 |  |  |  |  | |
| First Aid  (in the event of an accident) | | First Aiders / Emergency FAs, staff, visitors, contractors, children | Provide contact numbers for first aiders.  All staff familiar with First Aid box locations.  First Aid boxes kept up to date.  Staff training arranged if necessary.  Note following links to guidance for first aiders:  [https://www.greencrosstraining.com/blog1/COVID-19-First-Aider-Advice](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.greencrosstraining.com%2Fblog1%2FCOVID-19-First-Aider-Advice&data=02%7C01%7C%7C00439bc87aca4f007f2e08d80875668d%7C89f0b56e6d164fe89dba176fa940f7c9%7C0%7C0%7C637268647713148060&sdata=P5O7CHm4aIppy%2Fdm32fwU5IHIHOFclD3JH80i78dcqE%3D&reserved=0) and HSE guidance  <https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm> | **3** | **1** | **3** |  | |
| Slips/trips at the same level | | Staff, children visitors, contractors | Spillages should be mopped up immediately.  Floor and stair areas should be kept clear of obstructions. | **2** | **1** | **2** |  | |
| Working at height | | Staff | Council/NHS staff should avoid working at height where possible.  Only ladders, steps or stepladders for use at work should be used (EN 131) | **3** | **1** | **3** |  | |
| Moving and handling | | Staff | Staff should avoid moving furniture items meantime. Once desk positions and room layouts have been established, suitable arrangements will need to be made with suitably trained staff in view of the extent of the moving and handling required. | **2** | **1** | **2** |  | |
| Security | | Staff and children | Security system to school.  School lockdown procedures.  Sign in and out system. This should not involve sharing a sign in book or sharing pens or pencils. | **2** | **1** | **2** |  | |
| Violence and aggression  towards staff | | Staff | Highland Council Guidelines, protocols and Child Plans | **2** | **1** | **2** |  | |
| Traffic management (being  struck by a moving vehicle) | | Staff, children visitors, contractors | Traffic management in place  Parents/Guardians to drop children off outside. | **3** | **1** | **3** |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Assessor Signature | V. Parfitt | Grade / Location | HT - Dunvegan | Date | 18/8/2020 |