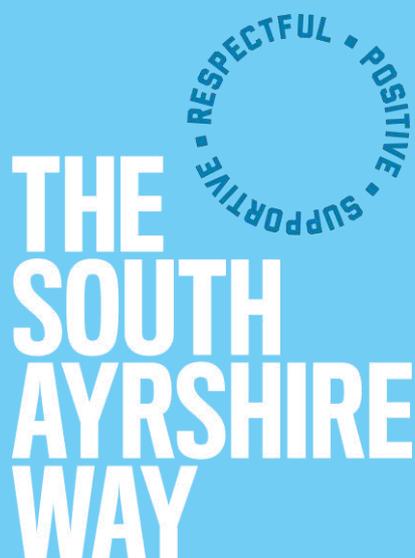


**FOREHILL PRIMARY SCHOOL
&
EARLY YEARS CENTRE**

**RISK ASSESSMENT
RE-OPENING**

AUGUST 2020



Action	Date	By
Written	10 th August 2020	D. Watson
Update		

FOREHILL PRIMARY SCHOOL & EARLY YEARS CENTRE



RISK ASSESSMENT – AUGUST 2020

Description of Task/Activity	Return to work - potential exposure to COVID-19 in Forehill Primary School & Early Years Centre	Directorate	People	Assessor(s)	David Watson
		Service	Education		
		Reference No	Forehill PS & EYC	Last Review Date	10 th August 2020

Persons Identified at Risk (Direct and Indirect)

Employees (Teachers, support staff, admin staff), pupils, parents/carers, visitors and maintenance personnel. There is a separate risk assessment for new and expectant mothers.

All employees – regardless of sector - are entitled to use their own initiative or apply discretion with regard to additional PPE or further mitigations should they consider this necessary. We are all operating in unprecedented times and employees will not be discouraged from taking sensible precautions. The principles of dynamic risk assessment should be encouraged, i.e. identifying risks and appropriate control measures as they arise, where circumstances dictate.

Severity		Likelihood	
	1. Minor: Near miss incident or minor injury		1. Unlikely
	2. Moderate: Injury / Ill health		2. Possible
	3. Major: Serious injury or ill-health		3. Likely
	4. Critical: Significant injuries and cases of ill-health		4. Very Likely
	5. Catastrophic: Single or multiple fatality		5. Almost Certain

Hazards Identified		Person(s) at Risk	Types of Loss/Injury/Ill Health	Current Control Measures
1	General contact with others (colleagues, pupils, members of the public) in the school environment in light of Covid-19.	Employees Pupils	Potential to contract Covid-19 and suffer associated health effects.	<p>An information pack has been sent to all parents outlining the measures included within this risk assessment which impact education service delivery for young people. This document is available on the school website for parents to access.</p> <p>1.1 Hygiene</p> <p>The following measures have been taken to maintain personal and workplace hygiene</p> <p>1.1.1 Personal Hygiene –</p> <p>All employees and young people have been made aware that good hand and forearm hygiene is essential at all times - thorough and regular washing of hands and forearms for at least 20 seconds with soap and water and/or use of hand sanitising gel/alcohol-based wipes. This should always be done before entering/leaving the building, eating and drinking, and after coughing, sneezing or going to the toilet. When using alcohol-based hand sanitising gel you must let your hands dry fully before touching any surfaces, especially ‘conducting’ surfaces i.e. metal, due to its flammability properties.</p> <p>All employees and young people are aware to refrain from touching the nose, mouth or eyes and all pupils are frequently reminded of this.</p> <p>We encourage staff and pupils to wash or sanitise hands before and after travelling.</p> <p>Clear notices are posted in schools to reflect this guidance.</p> <p>1.1.2 Workplace Hygiene –</p> <p>We have implemented revised cleaning measures (in addition to those provided by Facilities Management/Facilities Management Services (PPP, DBFM schools) as follows;</p> <p>We provide cleaning materials in order that frequently touched surfaces can be cleaned regularly throughout the day and all staff are aware of their role in this, made clear in staff guidance.</p>

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			<p>The frequently touched areas which we clean regularly have been identified as, but not restricted to tables, chairs, resources, equipment, doorknobs, light switches, countertops, handles, toilets, taps, sinks and electronics, such as tablets, touch screens, keyboards, telephones and remote controls.</p> <p>All desk hard surface areas to be cleaned daily and between different groups of children and staff using them. This to include, desk, chair arms, keyboard, mouse and any other items regularly touched or handled. Telephones to be sanitised at start and end of the day with appropriate sanitiser.</p> <p>Using appropriate cleaning products and disposable paper towels, hard surfaces should be cleaned on a regular basis.</p> <p>All cleaning will be carried out in accordance with COVID 19- guidance for non-healthcare settings and the Council’s Covid-19 cleaning strategy for schools.</p> <p>A cleaning regime for each school has been provided by Facilities Management. This details the cleaning arrangements for Forehill.</p> <p>Shared resources should be avoided or kept to a minimum and must be cleaned in between each use. Young people are not permitted to bring in toys or personal belongings from home. The information pack sent to all parents reflects this position.</p> <p>All children have access to individual resource packs – pencils, scissors, rulers etc.</p> <p>Jackets will be placed on pupil chairs to minimise crowding in cloakrooms</p> <p>Children bringing packed lunches to school will bring these in disposable containers, binned after lunch.</p> <p>It is suggested that staff wear hair tied back and that staff change out of work clothes and shower on return to home.</p>

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			<p>We have instructed all school employees to keep personal items to a minimum in the workplace. They have been advised not to share personal items, stationery, crockery etc. No food should be stored in staffroom fridges, cupboards etc.</p> <p>We have provided hand sanitiser on entering and leaving the building and in other communal or public areas. Signage highlights these areas.</p> <p>Staff are aware that all cleaning materials should be disposed of in a general waste bin which will be emptied daily by a Facilities Management employee or Facilities Management provider (DBFM, PPP). We have communicated with the Facilities Management provider and understand our roles (PPP, DBFM)</p> <p>1.2. Physical Distancing</p> <p>An assessment for the initial phase of re-opening has been carried out and takes consideration of the total number of available staff (both teaching and support staff), including estimates on staff absence rates based upon shielding requirements and the impact of successful TTIS (test, trace, isolate, support) practices or ‘Test and Protect’ as it is called in Scotland. Physical distancing in staff spaces (such as staff rooms, toilets etc.) will form part of the capacity considerations.</p> <p>Following Scottish Govt guidance on re-opening schools guide and South Ayrshire’s Local Phasing Recovery Plan and Operating Guidance for Schools we have adopted practical measures and procedures to support physical distancing where possible by increasing distancing and decreasing interaction that can be maintained throughout the work activity in our school environments throughout the day. This includes arriving at school, taking food/toilet breaks, when accessing communal areas and when leaving the school environment. These are outlined in paragraphs below;</p> <p>We have communicated the following advice/information to employees, parents/carers and young people;</p> <p>1.2.1 Travel to School</p> <ul style="list-style-type: none"> • We encourage young people and staff to walk or cycle to school and instruct them to adhere to physical distancing at all times. • Young people using school transport to follow guidance from education/ contractor – this information has been provided in the information pack sent to parents/carers.

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			<ul style="list-style-type: none"> We have advised employees, parents/carers and young people to utilise their own transport in preference to public transport where walking and cycling are not possible. If public transport cannot be avoided, the employee/pupil should be encouraged to follow current government advice in respect of “face coverings”. Parents should not use onsite car parking facilities and access to playground is limited to EY, P1, P2 & P3 parents only. <p>1.2.2 Arrival and Departure from School</p> <ul style="list-style-type: none"> We have assessed arrival and departure times and have staggered these. Clear guidance has been issued to parents and young people in the communications provided. This is to avoid congregating in playground areas: <table border="1" data-bbox="1043 691 1733 1059"> <thead> <tr> <th>CLASS</th> <th>GATE</th> <th>ENTRANCE</th> <th>START TIME</th> <th>MORNING BREAK</th> <th>LUNCH BREAK</th> <th>FINISH TIME</th> </tr> </thead> <tbody> <tr> <td>P2G</td> <td>1</td> <td>Own Class</td> <td>8.50am</td> <td>10.45 – 11.00</td> <td>12.30 – 1.30</td> <td>3.05pm</td> </tr> <tr> <td>P2C</td> <td>1</td> <td>Own Class</td> <td>8.50am</td> <td>10.45 – 11.00</td> <td>12.30 – 1.30</td> <td>3.05pm</td> </tr> <tr> <td>P2/S</td> <td>1</td> <td>Own Class</td> <td>8.55am</td> <td>10.45 – 11.00</td> <td>12.30 – 1.30</td> <td>3.10pm</td> </tr> <tr> <td>P3C</td> <td>1</td> <td>RH Infant Door</td> <td>9.00am</td> <td>10.45 – 11.00</td> <td>12.30 – 1.30</td> <td>3.15pm</td> </tr> <tr> <td>P3H</td> <td>1</td> <td>Own Class</td> <td>9.05am</td> <td>10.45 – 11.00</td> <td>12.30 – 1.30</td> <td>3.20pm</td> </tr> <tr> <td>P1M</td> <td>2</td> <td>Own Class</td> <td>8.55am</td> <td>10.25 – 10.40</td> <td>12.00 – 1.00</td> <td>3.10pm</td> </tr> <tr> <td>P1C</td> <td>2</td> <td>Own Class</td> <td>9.00am</td> <td>10.25 – 10.40</td> <td>12.00 – 1.00</td> <td>3.15pm</td> </tr> <tr> <td>P1L</td> <td>2</td> <td>Own Class</td> <td>9.05am</td> <td>10.25 – 10.40</td> <td>12.00 – 1.00</td> <td>3.20pm</td> </tr> <tr> <td>P4Z</td> <td>2</td> <td>P4 Entrance</td> <td>9.00am</td> <td>10.25 – 10.40</td> <td>12.00 – 1.00</td> <td>3.15pm</td> </tr> <tr> <td>P4W</td> <td>2</td> <td>P4 Entrance</td> <td>9.05am</td> <td>10.25 – 10.40</td> <td>12.00 – 1.00</td> <td>3.20pm</td> </tr> <tr> <td>P5M</td> <td>3</td> <td>Music Door</td> <td>8.50am</td> <td>10.45 – 11.00</td> <td>12.30 – 1.30</td> <td>3.05pm</td> </tr> <tr> <td>P5P</td> <td>3</td> <td>Music Door</td> <td>8.55am</td> <td>10.45 – 11.00</td> <td>12.30 – 1.30</td> <td>3.10pm</td> </tr> <tr> <td>P6R</td> <td>3</td> <td>RH Stairwell</td> <td>9.00am</td> <td>10.25 – 10.40</td> <td>12.00 – 1.00</td> <td>3.15pm</td> </tr> <tr> <td>P6K</td> <td>3</td> <td>LH Stairwell</td> <td>9.00am</td> <td>10.25 – 10.40</td> <td>12.00 – 1.00</td> <td>3.15pm</td> </tr> <tr> <td>P7M</td> <td>3</td> <td>RH Stairwell</td> <td>9.05am</td> <td>10.45 – 11.00</td> <td>12.30 – 1.30</td> <td>3.20pm</td> </tr> <tr> <td>P7S</td> <td>3</td> <td>LH Stairwell</td> <td>9.05am</td> <td>10.45 – 11.00</td> <td>12.30 – 1.30</td> <td>3.20pm</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Drop off and pick up is limited to 1 adult per family. Access to playground is limited to EY, P1, P2 & P3 parents only. Parents/carers must leave the playground immediately following drop off/pick up. This information has also been included in the information pack. Staggered drop off/pick helps prevent school gate socialising. 	CLASS	GATE	ENTRANCE	START TIME	MORNING BREAK	LUNCH BREAK	FINISH TIME	P2G	1	Own Class	8.50am	10.45 – 11.00	12.30 – 1.30	3.05pm	P2C	1	Own Class	8.50am	10.45 – 11.00	12.30 – 1.30	3.05pm	P2/S	1	Own Class	8.55am	10.45 – 11.00	12.30 – 1.30	3.10pm	P3C	1	RH Infant Door	9.00am	10.45 – 11.00	12.30 – 1.30	3.15pm	P3H	1	Own Class	9.05am	10.45 – 11.00	12.30 – 1.30	3.20pm	P1M	2	Own Class	8.55am	10.25 – 10.40	12.00 – 1.00	3.10pm	P1C	2	Own Class	9.00am	10.25 – 10.40	12.00 – 1.00	3.15pm	P1L	2	Own Class	9.05am	10.25 – 10.40	12.00 – 1.00	3.20pm	P4Z	2	P4 Entrance	9.00am	10.25 – 10.40	12.00 – 1.00	3.15pm	P4W	2	P4 Entrance	9.05am	10.25 – 10.40	12.00 – 1.00	3.20pm	P5M	3	Music Door	8.50am	10.45 – 11.00	12.30 – 1.30	3.05pm	P5P	3	Music Door	8.55am	10.45 – 11.00	12.30 – 1.30	3.10pm	P6R	3	RH Stairwell	9.00am	10.25 – 10.40	12.00 – 1.00	3.15pm	P6K	3	LH Stairwell	9.00am	10.25 – 10.40	12.00 – 1.00	3.15pm	P7M	3	RH Stairwell	9.05am	10.45 – 11.00	12.30 – 1.30	3.20pm	P7S	3	LH Stairwell	9.05am	10.45 – 11.00	12.30 – 1.30	3.20pm
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			<p>1.2.3 Physical Distancing Within the School</p> <p>We have assessed the measures necessary to support physical distancing where possible by increasing distance and decreasing interaction within the school and agreed to the following measures. There is no requirement for primary children to remain physically distant from each other or for children in the EYC to socially distance from Key Workers. There is a requirement for adults in the primary school, to remain 2m distant from children and young people where possible and from other adults. This information has been shared with staff within the staff guidance issued.</p> <p>Within Forehill, we will:</p> <ul style="list-style-type: none"> • Where practicable, minimise the mixing of groups and will keep year groups separate as far as possible. • Stagger breaks to avoid pupils from different classes coming into contact where possible (particularly when indoors and some more enclosed outdoor spaces). Each stage has been allocated own area of playground/ • Ensure pupils are seated so as not to face each other • Increase use of outdoor spaces or alternative Council owned or community facilities. • Limit movement around school as much as possible • Control the number of children accessing toilets at any one time, ensuring this is supervised by staff • Arrange furniture to support physical distancing where possible • Ensure children will sit at the same desk in classrooms • Arrange learning and teaching so teachers will aim to remain with the group of young people they are allocated to and not come into contact with other groups where possible • Have timetables for school assistants organised in a way to ensure they are working with and supporting the same groups of learners. • Make sure individual care needs of children are met safely in line with legislative requirements. This includes children who have diabetes, asthma, and for any child requiring first aid. • Provide an additional staffroom to ensure staff members maintain physical distancing during breaks. • Adhere to social distancing measures for staff meetings and CLPL. Where this is not possible, these sessions will be conducted through virtual conferencing. • Review the work patterns and work place for clerical staff, to maintain social distancing within the main school office.

Hazards Identified	Person(s) at Risk	Types of Loss/Injury/Ill Health	Current Control Measures
			<ul style="list-style-type: none"> • Children attending FT provision within the EYC will only mix with one cohort of children ie children in the morning or afternoon session. At other times they will be treated as a separate cohort and access separate resources. Learning spaces within the EYC will be cleaned appropriately to reflect this. • Shift patterns and staff rotas within the EYC have been put in place to ensure continuity for pupils and reduce the number of adults in the room, thus minimising contact where possible. • To limit the number of staff working in out of class areas, staff are encouraged to undertake non-contact time at home as far as possible. • Identified staff will carry out hygiene procedures and preparation of snacks for the full session. • Staff will carry out lunch duties on a rota basis over a two week period ensuring reduced close contact with pupils. • Within the EYC, a one-way system to support the drop off and pick up of children is in place. There are clear signs and staggered start / drop off times for all children. <p>1.2.4 Visits</p> <ul style="list-style-type: none"> • Visitors are not permitted to the school unless essential and with prior appointment through the HT • Where essential visits are required these will be made outside of school hours where possible • Parents are not permitted to enter the school building without an appointment. Parents who wish to speak to a member of staff should do this via a phone call in the first instance • Where the HT has agreed it is appropriate for a member of the SLT to meet with a parent, this will be done where possible at the end of the day, and both parties must wear a face mask • New family show rounds will be done virtually or outside of school hours • No out of school visits for children will be organised, till further notice <p>General Precautions</p> <p>We have considered and included the following general precautions:</p> <ul style="list-style-type: none"> *There will be free flow access to classrooms each day, removing the need for lining up *We have reviewed the staffing within the main office to facilitate physical distancing *All staff communal spaces in the school have a maximum occupancy clearly displayed on the door. This includes meeting rooms, access to photocopier, staffrooms, toilets, Lifelong Learning Suite, Technology Suite

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			<p>*We have displayed notices/posters advising of measures in place e.g. hygiene (personal and workplace), hand sanitising stations, safe working, physical distancing and access to communal areas.</p> <p>*We have halted hot-desking until further notice. Where reception desks operate, measures are in place to ensure that they are thoroughly cleaned between users.</p> <p>*We have restricted the use of lifts unless essential and amended lift access arrangements to ensure only one child and one member of staff use this at any one time. The staff member must wear a mask in this confined space.</p> <p>*We have considered staggered start/finish and lunch times for all pupils and for some non-teaching staff. This is flexible, to best meet the needs of the school.</p> <p>*We have agreed a revision to our First Aid arrangements to allow for physical distancing. Staff who are trained first aiders will follow clear guidance, and will, when in close proximity to any child or other adult requiring treatment, wear mask, gloves and apron. These will be disposed of after use.</p> <p>*The current school registration procedures remain in place.</p> <p>*Staff are aware of the revisions within emergency evacuation plan and assembly point arrangements, which have been modified to ensure physical distancing between cohorts of children. This Information has been shared with pupils.</p> <p>*Within the EYC, enhanced cleaning regimes and vigilance by all staff will be the norm.</p> <p>*All soft furnishings such as cushions and beanbags will be removed from the EYC</p> <p>*Children accessing outdoor play in the EYC will not share outdoor clothing</p> <p>1.2.6 Attendance</p> <ul style="list-style-type: none"> • Staff, children and young people should only attend school if they are symptom free, have completed the required isolation period or achieved a negative test result. • The national guidance continues to be that staff should continue to work from home where possible. Given the nature of the schools it is expected that all staff, including those who were previously in the shielding and higher risk (clinically vulnerable) categories, will return on the 11th August unless a risk assessment indicates otherwise. • Staff should only be in school for as long as is necessary after which they would undertake remaining duties at home.

Hazards Identified	Person(s) at Risk	Types of Loss/Injury/Ill Health	Current Control Measures
			<ul style="list-style-type: none"> • Individual risk assessments will be undertaken on request where the member of staff or parent, feels that the general school risk assessment does not support their or their child’s return. • Only parents who are symptom free and or have completed the required isolation periods will be permitted to drop off or collect their child. Information on attendance and any alternative arrangements have been provided in the communications to parents/carers on 5th August. <p>1.2.7. Personal Protective Equipment</p> <p>The Personal Protective requirements for our specific Service are detailed in the Operational Guidance for schools and will be informed by risk assessments for individuals or activities.</p> <p>Within Forehill, all staff will be provided with a visor and mask to use when and if they feel it is appropriate. Children are entitled to wear a mask to school if parents choose to do this.</p> <p>Other PPE – masks, gloves, aprons are available to staff who are undertaking first-aid or supporting any child with personal care.</p> <p>If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their school setting and needs direct personal care until they can return home, a fluid-resistant surgical face mask will be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a dynamic risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</p> <p>Our teams are instructed in how to utilise all PPE provided and how to access replacement PPE.</p> <p>Our teams are aware of reporting procedures should they have concerns over any PPE available.</p>

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			<p>1.2.8 General</p> <p>Our staff are aware of the following general precautions;</p> <p><u>Out with School Environment</u></p> <p>To self- isolate for 10 days if they develop symptoms of Covid-19 and refer to NHS inform website to arrange access to testing, remaining at home until the result of the test is available. Advice will be given by NHS contact tracers based on the result.</p> <p>To self-isolate for 14 days if they live or have been in close contact with someone who has tested positive for Coronavirus. If they develop symptoms within the 14 days, they need to stay at home for 7 days from the day their symptoms began. They should do this even if it takes them over the 14-day isolation period.</p> <p>To self-isolate if they have been informed by an NHS contact tracer that they have been in close contact with someone who has tested positive.</p> <p>Staff will keep in touch with other establishment in relation to children who become unwell, who have a blended or split placement with Forehill and any other EYC.</p> <p><u>Within School Environment</u></p> <p>The actions to be taken if someone becomes unwell with symptoms of COVID-19 while in the school environment are outlined as follows and can be found in the document COVID -19- Guidance for non-health care settings.</p> <p>Symptomatic Individuals</p> <ul style="list-style-type: none"> • If a child begins displaying a continuous cough or a high temperature, they will be sent home to isolate as per the guidelines. • Thermometers are available in the school to check temperatures of any child or adult displaying any sings of this. Any temperature above 37.8 should be acted upon. (NHS Inform)

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			<ul style="list-style-type: none"> • A child awaiting collection will be moved to a room where they can be isolated behind a closed door and supervised by a member of staff. A window should be opened for ventilation where possible. • If the child needs to go to the toilet while waiting to be collected, the toilet will be cleaned and disinfected by the on-site cleaner using standard cleaning products before being used by anyone else. • The area where the child is waiting to be collected will be thoroughly cleaned by the on-site cleaner • If a child or member of staff becomes ill with symptoms of COVID-19 they will be tested (if over 5yrs old). They will only be allowed back to school after a negative test result or appropriate isolation has finished. <p>If clinical advice is needed, the staff, parent or guardian should go online to NHS 111 (or call 111 if they don't have internet access)</p> <p>We will ensure that all employees and parents have been advised in the information pack that if anyone (staff or pupil) over the age of 5 has any of the symptoms of Covid-19 (a new continuous cough, temperature or loss or change of taste or smell, is advised to immediately visit NHS inform or call 0800 028 2816 to arrange testing.</p> <p>1.2.9. Communication/Information/Instruction</p> <ul style="list-style-type: none"> • All staff members receive appropriate instruction and information on infection control and have read and understood the guidance relating to COVID-19 and the risk assessments within which they will be operating. Staff training records will be kept and maintained. • All staff have clear and consistent information about the school's procedures and guidelines. • Parents/carers have received a school information pack and will receive regular clear updated communication regarding the role they play in safe operating procedures and all measures being taken to ensure the safety of their young people and themselves. • No communal food, i.e. sweets, biscuits etc allowed in classrooms and staffrooms • Regular checkpoint meetings will take place amongst SLT to discuss what is going well, concerns, suggestions, risk assessment, Health and Safety reps, if available, to be present. Notes of meetings will be kept. • Pro-active monitoring that all the school controls and social distancing measures are being adhered to by staff, children and young people. • Reporting of any breaches to HT for investigation • ALL staff have a duty of care and will ensure and enforce compliance of guidelines on a day to day basis.

Hazards Identified		Person(s) at Risk	Types of Loss/Injury/Ill Health	Current Control Measures
				<p>Our staff are aware that the Scottish Government has published guidance on the use of textile face coverings by members of the public for situations where physical distancing is not possible. South Ayrshire Council endorses this approach and strongly recommends that all Council Employees follow the guidance and wear face coverings in specific circumstances (i.e. for short periods of time in crowded public situations, enclosed public spaces including public transport). This precautionary guidance should not be seen as an alternative to the PPE guidance for work activities described above. The requirement for face coverings within the school will be determined by the risk assessment process.</p> <p>The face coverings advice is also not intended as an infection prevention and control measure for the workplace or a means of substituting the health and safety mitigations in this risk assessment. Face coverings should be considered as a non-mandatory enhancement to agreed physical and procedural adjustments for COVID-19 and useful under circumstances where proximity to others is considered a risk.</p> <p>Physical distancing, personal and workplace hygiene, remain scientifically proven to be the most important and effective measures to prevent the spread of coronavirus.</p>
2	Mental health which may be affected by COVID-19/social or workplace isolation.	Employees Pupils		<p>2.1 Measures for Staff Wellbeing</p> <p>We have considered the effects of the current national situation and personal circumstances of our staff and pupils. If required we have completed the Mental Health and Wellbeing Risk Assessment and will seek further advice from colleagues in HR, Risk and Safety or Occupational Health as it is needed.</p> <p>We are aware that we have access to:</p> <ul style="list-style-type: none"> • The resources on the Healthy Working Lives page on the CORE for current advice on maintaining and supporting employee health and wellbeing. • The sample Mental Health and Wellbeing risk assessment Health and Safety COVID-19 page on the CORE. • The HR Stress Management Guidance under policies and procedures and consider undertaking stress risk assessment for those affected. Risk, Safety & Resilience - Forms (Health and Safety) • The Return to Work Guidance document produced by Risk and Safety Team. (link) • Wellbeing champions established within the school and information available for coping techniques. • Wellbeing checks to be incorporated at regular meetings.

Hazards Identified		Person(s) at Risk	Types of Loss/Injury/Ill Health	Current Control Measures
				<p>2.2 Measures for the wellbeing of young people</p> <ul style="list-style-type: none"> • Young people taking time to settle after prolonged break and the change in routine will be supported by staff. All measures should be taken to minimise contact between the parent and other young people and staff members. • Young people are supported in developmentally appropriate ways to understand the steps they can take to keep themselves safe. • Young people are supported to understand the changes and challenges they may be encountering as a result of COVID-19 and staff need to ensure they are aware of young people’s attachments and their need for emotional support at this time. • Children will have regular opportunities in school to discuss ways to stay safe in Forehill. Their views, suggestions will support the HT in shaping future guidance as we move forward. • Clear learning will be planned at all stages which support’s each child’s physical, social and emotional wellbeing.
3				<p>3.1 Consultation</p> <p>We have consulted with staff, Trade Unions Representatives and our parent council in the development of these mitigations. Catering and FM Management teams have been appropriately involved in the development of risk assessments.</p> <p>3.2 Signatory</p> <p>We can confirm that we have displayed the poster relating the Risk Assessment of our workspace as outlined here. It is signed by the Head Teacher.</p>

Risk Rating Number (RRN) with existing Control Measures:		<input type="text" value="3"/> Severity	x	<input type="text" value="1"/> Likelihood	=	<input type="text" value="3"/> Risk Rating			
HIGH: <input type="checkbox"/> High = 12 to 25		MEDIUM: <input type="checkbox"/> Med = 4 to 10			LOW: <input checked="" type="checkbox"/> Low = 1 to 3				
Additional Recommended Control Measures					Action By	Planned Completion Date	Date Implemented		
1	Continue to review risk assessments and ensure current Scottish Government and NHS Inform guidance is strictly followed as it is updated.				David Watson	As updated guidance is released			
2	Monitor compliance with the risk assessment control measures and take appropriate action to resolve any issues.				SLT	August 2020 On-Going after any updates.			
3	Risk assessment will be shared with all staff members and made available to parents via the school website. Staff have a duty to ensure they are fully aware of all risk mitigations in place to manage the health of all staff, pupils and parents and are able to implement all control measures effectively.				All Staff All Pupils	August 2020 On-Going after any updates.			
4	Pupils, where appropriate are made aware of all new procedures to protect their health and wellbeing whilst in school.				All Staff All Pupils All Parents	August 2020 On-Going after any updates.			

Risk Rating Number (RRN) after implementation of additional Control Measures:	3	1	3
	Severity	x	Likelihood
		=	Risk Rating
HIGH: <input type="checkbox"/>	MEDIUM: <input type="checkbox"/>	LOW: <input checked="" type="checkbox"/>	
High = 12 to 25	Med = 4 to 10	Low = 1 to 3	
Name of Assessor(s) (PRINT)	David Watson	Assessment Date	10 th August 2020
Assessor(s) Signature(s)		Review Date	As additional guidance comes from Scottish Government.
Designation	HEAD TEACHER	Assessment will be reviewed by:	David Watson - HT
Name of Manager/Person Responsible for ensuring above is implemented	David Watson		
Signature			
Designation	HEAD TEACHER		
<p>Scottish Government -</p> <ul style="list-style-type: none"> • Re-opening schools guide • Coronavirus in Scotland • Physical distancing in education and childcare settings • Test and Protect – advice for employers • Strategic framework for re-opening schools, early learning and childcare provision <p>Health Protection Scotland</p> <ul style="list-style-type: none"> • Guidance-for-non-healthcare-settings.pdf <p>COSLA</p> <ul style="list-style-type: none"> • Information for councils 			

Health and Safety Executive

- [Latest information and advice](#)

NHS Guidance

- [NHS Inform](#)

HEALTH AND SAFETY RISK ASSESSMENT GUIDANCE

Hazard	Hazard is an event or situation, which has the potential to cause harm (loss, damage, injury, ill-health, psychological harm, industrial disease or death)
Risk	Risk is the chance, or likelihood , that the harm will occur from a particular hazard
Examples	<ul style="list-style-type: none"> (i) Faulty wiring is a hazard, which could result in the risk of electrocution or fire. (ii) Verbal or Physical Abuse is a hazard, which could result in the risk of injury and / or psychological damage (iii) Exposure to hazardous substances is a hazard, which could result in risk or ill-health or industrial disease

We require to estimate how likely a risk is to materialise and how severe the consequences might be, in order to **prioritise** the necessary preventative action.

QUANTIFICATION OF RISK

Estimation of Severity - The severity column should be used to estimate the severity of impact, should the risk arise.

Estimate of Likelihood - The likelihood column should be used to estimate the chance of the risk occurring.

Severity		Likelihood	
1	Minor	1	Unlikely
2	Moderate	2	Possible
3	Major	3	Likely
4	Critical	4	Very Likely
5	Catastrophic	5	Almost Certain

When selecting the “**severity**”, we need to consider how the risk would impact in terms of level of loss, injury or ill-health. We need to consider what is most probable, rather than what is possible.

When selecting the “**likelihood**”, we need to consider the exposure frequency, e.g. dealing with an aggressive customer, as a ‘one off’ is less likely to have an impact than being exposed to aggressive customers on a daily basis.

Risk Rating = Severity x Likelihood

The Risk Rating Matrix outlined below is a tool with which the risk rating can be classified, and is accepted as a means of analysing South Ayrshire Council Health and Safety Risk and whether this is considered to be **HIGH, MEDIUM** or **LOW**. Risks rated at **4** or above require to be addressed, in order that they can be reduced to the lowest level reasonably practicable. Those below **4** should be continually monitored, (and addressed where resources permit).

Risk Rating Matrix

5	10	15	20	25
4	8	12	16	20
3	6	9	12	15
2	4	6	8	10
1	2	3	4	5

High	12 - 25	Immediate risk reduction required.
Medium	4 - 10	Risk reduction measures required.
Low	1 - 3	Address where resources permit and continue to monitor regularly, as risks can increase over time.