

Risk Assessment

Risk Rating: 16 Tolerable

Company: LC

Risk area: .MID - HS Beeslack 000007

Risk Assessment Id: 428381

Date created: 08 January 2021

What is being assessed?

Please enter the description of the activity being assessed.

Interim Risk Assessment for Beeslack CHS while Phased Return arrangements are in place

Hazards and Risk Ratings

Hazard(s)	Initial risk rating	Revised risk rating	Further actions
Working with members of staff in the school	16 - Tolerable	None	0
Student displaying symptoms.	16 - Tolerable	None	0
Cleaning / Hygiene / Maintaining social distancing within the school	16 - Tolerable	None	0
Fire or other emergencies.	10 - Tolerable	None	0
Centre Partners/ Customers/ Parent/Carers/ Visitors and deliveries	8 - Adequate	None	0
Visitor/intruders	8 - Adequate	None	0
Vulnerable staff and students	1 - Acceptable	None	0
Staff travelling to work	12 - Tolerable	None	0
Mental Health and Stress. Struggling with existing and onset of potential new mental health concerns, due to disruption to normal workplace, routine and isolation from colleagues.	12 - Tolerable	None	0
Pupil moving around the school / travelling on school buses	16 - Tolerable	None	0
Airborne spread of COVID 19	16 - Tolerable	None	0
Parents / guardians drop off and collection of pupil	8 - Adequate	None	0

Related documents

None uploaded

Review and sign off

Current status: Requires sign off. (A sign off is required following each review)

Date	User	Type
08 January 2021	Alyson Crombie	Review

Safe Working Procedures

16 Tolerable

Interim Risk Assessment for Beeslack CHS while Phased Return arrangements are in place

Page 1 of 19

Is a safe system of work required?
None selected

Step 1 – Identify the hazard and risks

Working with members of staff in the school

B: Risks

- COVID-19
-

C: Risk rating

D: Who may be harmed?

- Staff
-

E : Existing control measures

In the execution a partial opening of the school for children of key workers/vulnerable pupil and a blended learning model where staff are in school, the following applies:

Every member of the school community was fully briefed at the August In-Service days and pupil induction days to ensure that they are aware of the hazards and risks and understand the rules and procedures put in place and a refresher took place on 11 January. Enhanced measures have been updated by email.

If staff have a new, continuous cough, high temperature, loss of taste/smell, they should follow school protocol and will be informed to stay at home, self-isolate and call/email their line manager. They will be advised to consult: www.nhsinform.scot, if they cannot access the advice online, they would call 111.

If advised, staff will follow the requirements of 'Test and Protect (Test, Trace, Isolate and Support)'. See link for full information: <https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/test-and-protect/coronavirus-covid-19-contact-tracing>

If symptoms start to develop over the working day,

- staff will be sent home immediately and told to self-isolate. Their work area will be isolated and sign displayed to prevent anyone using it, until there has been a special clean and where necessary, the business contingency plan implemented.

<https://www.hps.scot.nhs.uk/web-resources-container/covid-19-guidance-for-non-healthcare-settings/>

From 11 January

- On arrival at school staff should only enter by the main school entrance and use the hand sanitiser on entry and throughout the day
- Follow public health guidance and regularly wash hands throughout the day or use the sanitiser provided;
- No congregating in groups, including breaks
- All staff should maintain social distancing within the school of two metres at all times, from other adults and pupils
- It is recommended that staff wipe down computers keyboards, mouse and desk throughout the day

Cleaning/janitorial staff will regularly clean the door handles, sink taps within the building following agreed school COVID-19 regime. Signage in toilets will be updated with times of cleaning taking place. Teaching/support staff will maintain good hygiene standards, (use sanitiser provided), and wipe over surfaces where required, *e.g. shared equipment, kettles, fridge, etc.*

Staff should avoid touching surfaces unless you have cleaned them first using disinfectant and disposable blue towels.

Hot desking must be avoided.

Redesigning of workspaces/ offices where necessary to adhere to Social distancing guidance.

Staff will be encouraged to:

- Speak up / report - "*Say it's Not Okay*". The H&S Working Group that meets weekly: A Crombie, M Creamer (EIS) P Wilson (NASUWT) and ANO (SSTA staff rep. to be appointed), M Sanford (Community) will be reinstated. Awaiting a

UNISON H&S rep also, a member of staff who wishes to raise concerns out-with their Line Manager please e-mail either A Crombie or L Black.

- Prepare food at home and so that staff can avoid the need to visit takeaways/shops at lunch breaks and the potential exposure to infection.
 - For hygiene purposes water fountains will be taped off and staff advised to bring in their own water.
 - Staff must wear a face covering (ideally 2 layer) at all times when in the building, unless eating or in a room by themselves. Staff can choose to wear a visor too if they feel it is necessary whilst teaching and these will be provided by Midlothian council. Staff can choose to wear a face mask too if they feel it is necessary. (PPE supplied by Midlothian)
- Staff should ensure their work stations are kept tidy and clutter free to allow surfaces to be cleaned

From 22 February:

- Staff will be encouraged to take part in Lateral Flow Testing programme, which should be completed on a twice weekly basis. Test kits can be collected from school once a consent form has been completed.

F - H: Additional control measures

I: Revised risk rating (after additional control measure are in place)

None

J - K: Allocate tasks to responsible persons with target completion dates

None

Step 1 – Identify the hazard and risks

Student displaying symptoms.

B: Risks

- COVID-19
-

C: Risk rating

D: Who may be harmed?

- Pupil
-

E : Existing control measures

If students are found on arrival, or if signs develop of continuous coughing, high temperature, loss of taste/smell develop during the working day they will be placed in isolation and their parents/carers will be called to collect them, following school protocol.

If there are any immediate concerns an ambulance would be called. Isolation room is G27

The area the student was working will be isolated and a sign displayed to prevent anyone using it, until there has been a special clean and where necessary, the business contingency plan implemented.

https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf

If advised, will follow the requirements of 'Test and Protect (Test, Trace, Isolate and Support)'.

<https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/test-and-protect/coronavirus-covid-19-contact-tracing>

Cleaning/janitorial staff will regularly clean the door handles, sink taps within the building following agreed school COVID-19 regime. Signage in toilets will be updated with times of clean taking place and toilets identified for use re social distancing.

Teaching/support staff will maintain good hygiene standards, (use sanitiser provided), and wipe over surfaces where required, *e.g. sharea equipment, kettles, fridge, etc.*

The rule of social distancing should be maintained where possible at all times. The posters showing 20 second hand washing guidance/Covid 19 safety guidance will be displayed throughout the school areas.

All students must wear face covering (ideally two layers) during school hours.

Senior Phase students are encouraged to take part in the Lateral Flow Testing programme, which involves testing twice weekly

F - H: Additional control measures

I: Revised risk rating (after additional control measure are in place)

None

J - K: Allocate tasks to responsible persons with target completion dates

None

Step 1 – Identify the hazard and risks

Cleaning / Hygiene / Maintaining social distancing within the school

B: Risks

- COVID-19
-

C: Risk rating

D: Who may be harmed?

- Cleaner
 - Maintenance worker
 - Staff
 - Contractor
 - Pupil
-

E : Existing control measures

All staff will aim to maintain social distancing of two metres at all times from other adults and pupils within the school, (for social distancing to work there is an individual responsibility by every staff member to make it work), this will include:

- The school may utilise breakout spaces, dining space, libraries and indoor sports spaces as learning accommodation as deemed appropriate and required
- The one way system will be reinstated, with appropriate entrance and exit door
- Two metre distancing points will be marked on the floor, (*in from of photocopier, printer, staff kitchen areas etc*) and social distancing posters will be displayed at the entrance and throughout the school. For hygiene purposes water fountains will be closed and taped off and students advised to bring in their own water.

- Signage will be displayed in toilets and the staffroom to indicate which areas are not in use while adhering to public health guidance
- All lifts in the school will have metre standing distancing point will be marked on the floor next to the lift and a signage displayed stating 1 person only in the lift - except where medical needs require a second person.(for adults only)
-

To manage social distancing in learning accommodation:

- All non-essential items in the learning accommodation should be removed into storage where possible to maximise capacity and decrease the number of items requiring cleaning.
- There will be no student 'hot desking', students will sit at their designated desk and when the lesson/class finishes, students will wipe clean the desk surface and chair with the sanitising material supplied.

Learning accommodation will be demarcated into individual student work areas to ensure some distancing is maintained and no face to face working, this includes:

- Moving furniture to exam style seating where possible with no groups/face to face desks.

To manage pupils in the breaks/dining area/toilets:

- Each group being given dedicated areas to reduce contact with other groups
- Lunches will be provided for all Hub pupils, free of charge.

• To manage social distancing in the staff base's/kitchen areas:

- In staff areas including office areas : Signage will be clearly displayed on the door stating how many can be in the room with a sign to knock before entering.
- All non-essential items will be removed wherever possible into storage to maximise capacity and decrease the number of items requiring cleaning and tables/chairs will be repositioned/taped over/ removed into storage.
- Social distancing will be maintained in the staff kitchen area.

Teaching/support staff will maintain good hygiene standards, (use sanitiser provided), and wipe over surfaces where required, *e.g. shared equipment, kettles, fridge, etc.*

- Items in shared fridges must be sealed/boxed; consideration should be used in the use of microwaves
- There should be no sharing of crockery/cutlery etc and no "communal biscuit/cake tins".

To manage social distancing at the drop off and pick up point:

To ensure there is no overcrowding parents/carers will be advised that only one parent/carer will be allowed to drop off and collect each child, with no gathering by the school gates/entrances. Appropriate markings may be introduced at the school entrance to discourage parents/carers from gathering outside the school and for them to maintain distancing of 2m, as far as practicable.

To aid in the management of students arrival and departure:

- Use designated entrance/exit doors as advised.
- On arrival, students will head immediately to their first class following the school movement rules and one way system. Sanitiser will be available at every entry and exit point to the school and on entry to every classroom

For those arriving by car, parents/carers will be informed of the temporary measures in place including:

- Parents will be encouraged to drop their child off out with school premises and use safe routes to walk to school.

Where this is not possible they should adhere to the identified drop off areas

- Appropriate areas to drop off – road towards Aaron House with turn around the bus bay. No dropping off in the school carpark
- Car-sharing with children of other households to be discouraged.

Should there be a requirement for face-to-face working for a sustained period PPE in the form of a Visor and or a face mask should be worn.

Cleaning/janitorial staff will provide agreed enhanced cleaning, with regular cleaning of the door handles, light switches, doorframes, taps and toilets within the school. Teaching aids including play equipment/outdoor equipment) and books used by children should be wiped clean between uses, by the relevant staff/students with the sanitising material supplied. Photocopiers should be wiped with device wipes between usages by the staff using them. School will ensure that all teaching areas have within them the following: hand sanitisers; bins; device wipes; spray anti-bac and blue paper towels.

Should there be a incident where a member of staff/student show signs of COVID 19 and are sent home, their work area will be isolated and signs displayed to prevent anyone using it, until there has been a special clean and where necessary, the business contingency plan implemented.

Washing your hands posters will be placed near the basins/sinks and staff advised to wipe down kitchen equipment, *e.g. kettles, taps, microwave/cooker knobs and buttons*, after use.

Everyone within the school will be encouraged to regularly wash their hands with soap and warm water, for at least 20 seconds, especially before eating or drinking. In addition, it is recommend that cuts should be covered with Elastoplast's if persons not allergic to these.

'Cleaning stations' signs will be prominently displayed at the school entrances/exits and throughout the building, with antibacterial hand gel or similar and contents to be replenished, as necessary.

Students will be asked to bring their own stationery and discouraged from sharing.

In practice all doors and windows will be opened to increase natural ventilation and reducing contact with door handles. Only exception will be DO NOT use a door wedge to keep fire doors open as this compromises the action of the fire door thereafter. Relationships to Support Learning, Covid-19 Amendment As confirmed by Midlothian Fire Officer in consultation with Fire Service Personnel

F - H: Additional control measures

I: Revised risk rating (after additional control measure are in place)

None

J - K: Allocate tasks to responsible persons with target completion dates

None

Step 1 – Identify the hazard and risks

Fire or other emergencies.

B: Risks

- COVID-19
-

C: Risk rating

D: Who may be harmed?

- Cleaner
 - Maintenance worker
 - Staff
 - Contractor
 - Pupil
-

E : Existing control measures

Fire action procedures have been reviewed for the school and teachers/support staff are aware of what action to take should a fire break out or the fire alarm is activated. The Fire Plan should be followed. If contractors are on site undertaking emergency work, they will need to be made aware of what to do in case of fire.

All Staff will make themselves aware of who are the designated first aiders. First Aiders will wear suitable face covering/face masks, gloves when attending an incident. Should there be no trained first aiders due to illness, senior staff members will act as 'appointed persons' should there be a first aid emergency, i.e. they will take charge when someone falls ill or is injured at work, including calling an ambulance if needed; look after the first aid box and other first aid equipment, including restocking the box; and keep records.

F - H: Additional control measures

I: Revised risk rating (after additional control measure are in place)

None

J - K: Allocate tasks to responsible persons with target completion dates

None

Step 1 – Identify the hazard and risks

Centre Partners/ Customers/ Parent/Carers/ Visitors and deliveries

B: Risks

- COVID-19
-

C: Risk rating

D: Who may be harmed?

- Cleaner
 - Contractor
 - Visitor
-

E : Existing control measures

All non-essential visits will be stopped. Parents/carers /delivery drivers will be made aware of the temporary arrangements in place for attending meetings, deliveries and collections.

Where practical using 'Zoom'; 'Microsoft Team' or similar will be used for meetings and no face to face contact unless there is a two metre distance between both parties.

Deliveries will be timed to avoid drop off/pick up times; consider methods to reduce the frequency of deliveries e.g. ordering larger quantities less often.

Dependant on packaging deliveries should be wiped down with sanitising material, unless they will immediately go in to storage and not used for at least 72 hours.

Any monetary payments should be made electronically where at all possible to eliminate cash handling.

F - H: Additional control measures

I: Revised risk rating (after additional control measure are in place)

None

J - K: Allocate tasks to responsible persons with target completion dates

None

Step 1 – Identify the hazard and risks

Visitor/intruders

B: Risks

- COVID-19
-

C: Risk rating

D: Who may be harmed?

- Member of the public
 - Visitor
-

E : Existing control measures

Security arrangements will be maintained at all times and no members of public allowed into the building. Only Council officials/PPP Management personnel that show their badge will be allowed entry.

A poster will be displayed on the front door stating that there is no public/contractor access into the building unless prior arrangement had been made and agreed.

F - H: Additional control measures

Security arrangements will be maintained at all times and no members of public allowed into the building. Only Council officials/PPP Management personnel that show their badge will be allowed entry.

A poster will be displayed on the front door stating that there is no public/contractor access into the building unless prior arrangement had been made and agreed.

I: Revised risk rating (after additional control measure are in place)

None

J - K: Allocate tasks to responsible persons with target completion dates

None

Step 1 – Identify the hazard and risks

Vulnerable staff and students

B: Risks

- COVID-19
-

C: Risk rating

D: Who may be harmed?

- Staff
 - Pupil
-

E : Existing control measures

Staff/students who have previously shielded should not come into school during this time, as per Scottish Government advice.

Pregnant members of staff/those with underlying health conditions have risk assessments in place, and will be reviewed as necessary.

F - H: Additional control measures

I: Revised risk rating (after additional control measure are in place)

None

J - K: Allocate tasks to responsible persons with target completion dates

None

Step 1 – Identify the hazard and risks

Staff travelling to work

B: Risks

- COVID-19
-

C: Risk rating

D: Who may be harmed?

- Staff
-

E : Existing control measures

Staff should consider the following options:

1. Walking is probably the safest method of travel, observing the 2 metre rule at all times and avoid pressing crossing patrol buttons with fingers, where possible (use a pen or similar).
2. Using their own bicycle, if they have access to one. The distance to be travelled of course may be too great or too arduous. Where a push bike is used, again the 2 metre rule must be observed when waiting at junctions, etc. and there are other pedestrians or cyclists in the vicinity.
3. Using their own car, it is advisable that they sanitise keys, boot and door handles, steering wheel, gear shift, handbrake, radio buttons and instruments used, including seatbelts, cup holders, mobile phone holders. When using fuel pumps, use the disposable gloves provided at the filling station or wipe the pump handle prior to use, with a sanitising wipe. If offering a lift to a friend or colleague, the points below in 4 and 5 should also be followed.
4. Where car sharing is required, it is advised that it is only undertaken if:
 - There is only one passenger, both wear a face covering and no face to face contact. The passenger should sit in the rear of the vehicle on the opposite side to the driver, and the windows opened.
 - They have asked the other person if they are suffering from any COVID-19 symptoms or if anyone in their household has any symptoms.
 - No food or drink is consumed during the journey and avoid touching the face during the whole trip and refrain from touching/leaning over towards the other person.

Where public transport has to be used, wear a face covering and ensure that the 2 metre social distancing rule is maintained and sit at least 2 metres away from other passengers. Where practicable, travel at off-peak times, or wait for public transport to be less crowded. Contactless payment methods are preferable to cash. It is recognised that fellow passengers will be wishing to exercise similar precautions which will assist with social distancing. It is advised that they use their own supply of hand wipes to keep hands as clean as possible and avoid eating or drinking whilst on public transport.

I: Revised risk rating (after additional control measure are in place)

None

J - K: Allocate tasks to responsible persons with target completion dates

None

Step 1 – Identify the hazard and risks

Mental Health and Stress. Struggling with existing and onset of potential new mental health concerns, due to disruption to normal workplace, routine and isolation from colleagues.

B: Risks

- COVID-19
-

C: Risk rating

D: Who may be harmed?

- Staff
-

E : Existing control measures

When you can:

- Get outside in the morning or lunchtime/breaks for some fresh air and sunlight – crucial for our health, mood and well-being
- If possible go for a walk and some exercise daily (be mindful of the current COVID-19 updated guidelines)
- Management will continue to promote and support mental health & wellbeing
- Regular communication with staff offering training and support
- Staff needing support can do so with their Line Mangers and school Managements Teams or other colleagues and also note routes available through Midlothian Council to support staff:

Employee Assistance Programme: www.workplaceoptions.com

GTCS well-being Resources: <https://www.gtcs.org.uk/News/news/health-wellbeing.aspx>

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EIS well-being resources:

<https://www.eis.org.uk/Member-Support/HWRResource>

SSTA well-being resources:

<https://ssta.org.uk/covid-19-advice-and-information-for-members/>

Unison well-being Resources:

<https://www.unison-scotland.org/coronavirus-covid-19-your-rights-at-work/>

I: Revised risk rating (after additional control measure are in place)

None

J - K: Allocate tasks to responsible persons with target completion dates

None

Step 1 – Identify the hazard and risks

Pupil moving around the school / travelling on school buses

B: Risks

- COVID-19
-

C: Risk rating

D: Who may be harmed?

- Cleaner
 - Maintenance worker
 - Staff
 - Contractor
 - Pupil
-

E : Existing control measures

All high school pupils will be instructed to wear face covering when:

- In school building, and not eating (to be provided by school).
- Travelling on school buses.

Please note that pupils will be supplied with face coverings (where required) and pupils will not be excluded should they wish not to wear them.

Pupils who travel on school buses are also supplied with pocket size hand gel.

1m social distancing should be adhered to on school transport.

F - H: Additional control measures

I: Revised risk rating (after additional control measure are in place)

None

J - K: Allocate tasks to responsible persons with target completion dates

None

Step 1 – Identify the hazard and risks

Airborne spread of COVID 19

B: Risks

- COVID-19
-

C: Risk rating

D: Who may be harmed?

- Cleaner
 - Staff
 - Contractor
 - Pupil
-

E : Existing control measures

Staff and pupils at school must at all times wear face coverings when in the school building, unless eating or in a room by themselves.

Where required transparent / see through face coverings may be used, i.e. to improve communications.

'Wear a face covering in this area' signs will be displayed.

It is noted that some individuals are exempt from wearing face coverings and this will have been agreed with the Head Teacher.

F - H: Additional control measures

I: Revised risk rating (after additional control measure are in place)

None

J - K: Allocate tasks to responsible persons with target completion dates

None

Step 1 – Identify the hazard and risks

Parents / guardians drop off and collection of pupil

B: Risks

- COVID-19
-

C: Risk rating

D: Who may be harmed?

- Member of the public
 - Visitor
-

E : Existing control measures

To minimise the risks at drop off and collect points:

- Staggered drop off / pick up times and where practical use additional locations.
- Signage outside the school gates informing parents / carers to wear face coverings.
- Two metre distance markers on the pavement to discouraged gathering outside the school gates.
- Parents / carers provided with details of on arrangements on car drop off / pick up:
- Parking further away and walking children to the school.
- Using active travel routes where feasible.
- Where practicable, do not undertake car sharing with children and young people of other households

Specific arrangements agreed with parents / carers for parents / carers of children and young people with additional support needs or disabilities, who may normally drop their children off within the school building, and those who arrive at school using school transport, including taxis.

F - H: Additional control measures

I: Revised risk rating (after additional control measure are in place)

None

J - K: Allocate tasks to responsible persons with target completion dates

None
