

Risk Assessment

Risk Rating: 16 Tolerable

Company: LC

Risk area: .MID - HS Beeslack 000007

Risk Assessment Id: 418825

Date created: 12 August 2020

What is being assessed?

Please enter the description of the activity being assessed.

.Updated April 2021: Risk assessment for managing Beeslack Community High School during the COVID-19 outbreak

Hazards and Risk Ratings

Hazard(s)	Initial risk rating	Revised risk rating	Further actions
Working with members of staff in the school	8 - Adequate	None	0
Student displaying symptoms.	8 - Adequate	None	0
Cleaning / Hygiene / Maintaining social distancing within the school	8 - Adequate	None	0
Fire or other emergencies.	10 - Tolerable	None	0
Centre Partners/ Customers/ Parent/Carers/ Visitors and deliveries	10 - Tolerable	None	0
Visitor/intruders	8 - Adequate	None	0
Vulnerable staff and students	2 - 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	8 - Adequate	None	0
Parents / guardians drop off and collection of pupil	8 - Adequate	None	0
Transmission of COVID 19 whilst undertaking Instrumental lessons	8 - Adequate	None	0

Related documents

Filename	Date uploaded
Risk assessment BCHS August 2020.docx	13 August 2020
Poster - 2m Distancing 1.docx	13 August 2020
Poster - Cleaning station.docx	13 August 2020
Poster - Deep clean sign.docx	13 August 2020
Poster - Handwashing.pdf	13 August 2020
Poster - Staying COVID 19 secure.docx	13 August 2020
Poster - Hand sanitiser.docx	04 September 2020
MIMS COVID-19 Risk Assesment - Music Instructors.docx	04 September 2020
MIMS General Risk Assesment - Music Instructors.docx	27 October 2020

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.Updated April 2021: Risk assessment for managing Beeslack Community High School during the COVID-19 outbreak

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MIMS Digital Risk Assessment REMOTE ONLINE LESSONS.docx	27 October 2020
Additions to school risk assessments (High Schools) V1.2.docx	04 November 2020
Poster - face covering.docx	04 November 2020
.MIMS General Risk Assessment - Music Instructors.docx	16 November 2020
MIMS General Risk Assessment - 02 Dec 20.docx	18 December 2020
Distribution of Rapid Testing of Schools and ELC staff and senior pupils Risk_assessment.pdf	01 March 2021
.MIMS School, Remote and Exceptional Risk Assessment March 21.docx	25 March 2021

Review and sign off

Current status: Requires a review before: 08 March 2022

Date	User	Type
13 August 2020	Maureen Sanford	Review
08 March 2021	Alyson Crombie	Sign off

Safe Working Procedures

Is a safe system of work required?
yes

Significant Hazards/Risks

Working with members of staff in the school
Student displaying symptoms
Cleaning / Hygiene / Maintaining social distancing within the school
Fire or other emergencies.
Centre Partners/ Customers/ Parent/Carers/ Visitors and deliveries
Visitor/intruders
Staff travelling to work
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.
Pupil moving around the school / travelling on school buses.
Airborne spread of COVID 19
Parents / guardians drop off and collection of pupil
Transmission of COVID 19 whilst undertaking Instrumental lessons

Special Precautions
N/A

Safe Working Method
See risk assessment.

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 full return to school and/or a blended learning model (if required) where staff are in school, the following applies:

Every member of the school community will be 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.

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/>

Staff who require to enter the building for planning purposes (June/August) should notify

A Crombie or L Black to ensure appropriate numbers are not exceeded: a.crombie@mgfl.net or l.black2@mgfl.net

From 10th August

- On arrival at school staff should 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
- All staff should maintain social distancing within the school of two metres at all times.
- 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:

- Speakup / report - *"Say it's Not Okay"*. School will establish a H&S Working Group that meets weekly: ACrombie, M Creamer (EIS) and ANO (SSTA staff rep. to be appointed), M Sanford (Community). Awaiting a UNISON H&S rep also. If a member of staff 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 are **strongly recommended** to wear visors whilst teaching and these will be provided by Midlothian council. Staff should wear a face mask at all times when moving around the building, in a room with other people, and in the staffroom/staff bases, unless eating. If they are working in a room alone, a face mask is not required.. (PPE supplied by Midlothian, personal responsibility to wash facemask)
- Staff should ensure their work stations are kept tidy and clutter free to allow surfaces to be cleaned
-

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 G28

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. shared equipment, kettles, fridge, etc.*

The rule of social distancing should be maintained where possible by senior phase students at all times but this should not inhibit a full return to school. The posters showing 20 second hand washing guidance/COVID 19 safety guidance will be displayed throughout the school areas.

All students must wear face masks, when moving around the school, when in classrooms, and when in base classrooms, unless they are eating. It is pupils' responsibility to wash face masks regularly.

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
 - Member of the public
 - Maintenance worker
 - Staff
 - Contractor
 - Visitor
 - 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.
 - External areas may be used to move between parts of the building. Particularly for the start and end of school day. Safety and Security must remain a paramount consideration with this approach.
 - Introduction of a one way system, with directional arrows; chevrons and, where required,
 - Use of one set of door for entrance and another one for exit.
 - Two metre distancing points will be marked on the floor, (*in front 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 a 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)
 - School staff and students will be provided with a school plan detailing entry/exit points and new circulation patterns. Plans will also be displayed on notice boards.
- 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.

- PE learning activities will all be taken outside where possible (weather permitting)
- Pupils can arrive dressed in PE clothing if they have PE that day, and remain in their PE clothing for the remainder of the day.

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

- Each year group being given dedicated areas to reduce contact with other year groups.
- Students will be informed regularly that they must maintain physical distancing where possible out with classes; large groups should not congregate on school grounds and pupils will be regularly informed of the expectations in school.
- S1 Students will be encouraged to remain onsite for breaks and lunch wherever possible, to minimise unnecessary interactions with others off the school premises. The default position is that students are outside in the playground areas wherever possible dependant on weather.
- All Students will be encouraged to bring their own break and lunch snacks. (No catering provision available)
- Pupils who choose to go out of school for lunch but **must adhere to public health guidance**.
- Must not gather in large groups
- Must adhere to public health guidance on entering shops and wear appropriate facemasks.
- On return to school they must enter through the main school entrance (if arriving back in school prior to the start of the afternoon lessons) and use the hand sanitiser on entry.
- If returning for afternoon classes on time they must enter through the nearest entrance to their class and use the hand sanitiser on entry. This will be monitored by staff and signage in place.
- Pupils remaining in school will be allocated a base classroom where they will go at break (during inclement weather) and lunchtime. Supervision to ensure adherence to hygiene protocols will be monitored and signage in place. Pupils will be encouraged to leave the base classroom as soon as they have finished eating.

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/caketins".

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 turnaround 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 an 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 recommended 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

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
 - Member of the public
 - Maintenance worker
 - Lone worker
 - Staff
 - Contractor
 - Visitor
 - 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. 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.

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?

- Member of the public
 - Maintenance worker
 - Customer
 - 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.

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
-

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.

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

Any employees/students within vulnerable groups will be referred to Occupational health and risk assessments created for individuals as required. Students will be supported by the Pupil Support Team led by Mrs Semple.

This includes:

- Is a vulnerable person, (by virtue of their age, underlying health condition, clinical condition or are pregnant).
- Is living with someone in self-isolation.
- Is within 14 days of the day when the first member of their household showed symptoms of Coronavirus.
- Has been advised by a notification that, in accordance with that guidance they need to follow rigorously shielding measures.
- Adherence to 'test, trace, isolate and support' (TTIS or Test and Protect) practices.

Follow link/s to government guidelines:

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

Health Protection Scotland (<https://www.hps.scot.nhs.uk/>)

1. The published extra protection level 3 advice states:

- Parents / carers of children who have previously shielded or who have an underlying health condition should discuss with their GP or clinician whether they should attend school.

Staff who have previously shielded or who have an underlying health condition can continue to work in schools, subject to a dynamic risk assessment confirming it is safe to do so.

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

None

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

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Beeslack Community High School during the COVID-19
outbreak

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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 pushbike 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 handwipes 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 Managers and school Management 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
 - Member of the public
 - Maintenance worker
 - Staff
 - Contractor
 - Visitor
 - Pupil
-

E : Existing control measures

Highschool pupils will be instructed to wear face covering when:

- Moving around the school/communal areas, during classes and any area where it is difficult to maintain physical distancing,
- 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.

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?

- Staff
 - Pupil
-

E : Existing control measures

Staff and pupils at school must at all times wear face coverings when *moving* around the school in corridors, office and admin areas, canteens (*except when dining*) and other confined communal areas, (*including staff rooms and toilets*) and where ever they cannot keep 2m distance with others.

All staff and pupils should wear a face covering in classrooms during lessons.

Classroom assistants should wear face coverings at all times.

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.

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 discourage 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.

Banners placed on railing outside schools, informing parents/ guardians of COVID 19 requirements when collecting pupils.

2m markings stencilled on foot path outside school.

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

Transmission of COVID 19 whilst undertaking Instrumental lessons

B: Risks

- COVID-19
-

C: Risk rating

D: Who may be harmed?

- Staff
 - Pupil
-

E : Existing control measures

Instructors should familiarise themselves with all existing risk assessments for the music department they are visiting and ensure these and all emergency procedures are adhered to.

Instrumental Music Instructors will attend no more than one school a day, unless in exceptional circumstances which must be cleared with the line manager.

Face coverings are to be worn by staff (unless there are medical reasons not to) when in a communal area.. Staff are also required to wear face coverings when moving around schools. Face coverings are also to be used when teaching.

When timetabling lessons, it is imperative that a clear discussion takes place with the school to have a full understanding of expectations from all parties.

20 minute lesson (5 minute for cleaning/airing)

If doing a double lesson a break must also be taken in the middle of the lesson.

Instructors should take into account pupil numbers and allocation spaces and provision of double lessons if needed for SQA pupils.

Lesson Timetables are to be strictly adhered to so a pupil's movement throughout the day can be accurately traced if needed.

Changes to timetables should only happen in exceptional cases and PT Music should be informed.

Instructors should also check when teaching more than 1 pupil at a time that they are in the same social bubble. Each school can give respective advice on this.

Instrument cases should be stored in the agreed area. Instrument cases must be placed neatly and not touching or on top of each other to avoid a pupil having to touch another pupil's equipment. Pupils should only touch their own instrument case and instrument. Pupils must only use their own instrument in lessons, or allocated instruments (ie Double Bass). Instruments must not be shared. If a pupil turns up without his own instruments, the lesson is not to be offered.

Issuing new music - this should be sent to the pupil digitally where possible. If music is being printed, it should be lifted from the printer by the pupil, or placed into a plastic folder and wiped clean before passing on to the pupil.

Doors which are NOT for fire safety purposes should be left open during the lesson if possible and also be left open in between lessons to allow for additional ventilation. Lesson Rooms should be arranged to facilitate a distance of 2m between the instructor and pupil(s)

Pupils and instructors should wash their hands thoroughly before and after attending lessons.

In exceptional circumstances you may need to visit 2 primary schools in one day when there is only 1 pupil to teach at a school.

Staff requiring to do this must adhere to the additional measures:

- Inform line manager
- Primary school with 1 pupil should be visited first

- Wear a mask
- Clean hands and set up room prior to pupil arriving
- Maximum 15 minute lesson only
- Once you have left the school and is safe to do so, remove mask and sanitize hands thoroughly
- Take at least a 45 minute break before visiting the 2nd school
- Use a different clean mask for your 2nd school

Pupils and Instructors should wash their hands thoroughly before and after attending lessons.

Schools with IM Stuition must ensure that adequate sanitising equipment is in place in each teaching room – antibacterial spray/wipes, hand gel and paper towels in line with PPE guidance.

The School will be responsible for replenishing cleaning materials when required. Instructors must notify the head of department if stock have run out so they can be quickly replenished.

Timetabling must enable thorough cleaning of equipment between lessons. Hand gel, hand wipes and cleaning equipment should be available in each teaching room. Pupils should, under the supervision of the instructor, wipe down any equipment they have used during the lesson, including any music stands, chairs or equipment touched.

Instructors are responsible for ensuring that clear cleaning procedures are communicated to pupils.

Piano and electronic keyboards can be sanitised with disinfectant wipes (unplug electronic equipment first). They must not be sprayed as residues may harm key mechanisms. Keys should be dried off afterwards.

Handles and straps of percussion instruments and beaters should be wiped similarly.

The instructor should provide guidance to pupils on how to tune and undertake small maintenance tasks e.g. Valve lubrication, reed changing etc to prevent the instructor touching the instrument unnecessarily.

Instructors should ensure that pupils do not clean the instruments with any substance that is likely to damage the instruments.

Instructors must use hand gel before and after maintenance or repair has been undertaken. If this takes place during a lesson the pupil would also be required to use hand gel when the instrument is returned to them.

Knobs, buttons, sliders etc on ICT equipment, amplifiers, CD/MP3 players and so forth should be cleaning equipment as advised by respective schools. Always unplug from the mains before cleaning.

In line with current government advice, no vocal wind or brass playing should take place with any anyone else in the same room.

Until government guidance changes Voice, wind and band can deliver non-playing lessons; providing support, working on rhythms, advice on maintaining instruments, listening to pupil recordings made at home, sending recordings back to pupil via Google classroom.

A separate detailed risk assessment has been uploaded to Sphera and should be adhered to before starting remote teaching.

If anyone has a new, continuous cough, high temperature, loss of taste / smell, they should to stay at home, self-isolate and consult: www.nhsinform.scot, if they cannot access the advice online, they should call 111.

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

If symptoms start to develop over the working day, staff/pupils will be sent home immediately and told to self-isolate. The music tuition area will be isolated and sign displayed to prevent anyone using it, until there has been a special clean.

F - H: Additional control measures

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

16 Tolerable

.Updated April 2021: Risk assessment for managing
Beeslack Community High School during the COVID-19
outbreak

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None

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

None
