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| **Coronavirus Risk Assessment for Autumn Reopening (Scotland)** |
| **This template risk assessment is intended to help you document the risk control measures you have introduced within the workplace to control the spread of coronavirus (COVID-19). It is not a Continuity Plan.****You must modify this risk assessment to ensure it reflects your school’s activities and the specific risks and controls you have in place.**  |
| **School Name**  | **Date Assessed:**  | **Assessed by:** |
| **Task/Activity:** Wider school opening from Autumn 2020 during the coronavirus pandemic |  | **Reference Number:** |
|  | **Risk rating before implementing control measures** |  | **Risk rating after implementing control measures**  |  |
| **Activity/Task** | **Hazard/Risk** | **Persons at Risk** | **Likelihood (1-5)** | **Severity (1-5)** | **Risk/Priority** | **Controls Measures in Place** | **Likelihood (1-5)** | **Severity (1-5)** | **Risk/Priority** | **Additional Controls Measures Required** |
| Minimise contact between individuals and maintain social distancing wherever possible | Contact with persons suffering from coronavirus | EmployeesPupilsContractorsVisitors | 5 | 5 | 25 | The school will apply the principles laid out by the government and reduce the number of contacts between children and staff as much as possible The school will keep groups separate (in ‘bubbles’) and through maintaining distance between individuals. The school will maintain distinct groups or ‘bubbles’If class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, the school will look to implement year-group-sized ‘bubbles’.All teachers and other staff will operate across different classes and year groups in order to facilitate the delivery of the school timetable; however, strict social distancing and hygiene will be followed at all times  |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.SCOT website wherever possible.<https://www.gov.scot/publications/coronavirus-covid-19-re-opening-schools-guide/>Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Measures within the classroom | Contact with persons suffering from coronavirus | EmployeesPupilsContractorsVisitors | 5 | 5 | 25 | The school will provide clear communication on the reopening with trade unions, staff, parents/carers and pupils and will have open channels of communication for those involved so that they can raise concerns with the Senior Leadership Team.The school has determined capacity on availability of flexible accommodation (e.g. mobile classrooms, temporary shelters, outdoor learning, private sector facilities, etc.)The school will aim to maintain a distance between people whilst inside and reduce the amount of time they are in face-to-face to contact to lower the risk of transmission where possible.Staff in secondary schools will maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible.Adults will aim to maintain a two-metre distance from each other and from children. They will avoid close face-to-face contact and minimise time spent within one metre of anyone. Social distancing will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils’ educational and care support will be provided as normal.Pupils who are old enough will be instructed and supported to maintain distance and not touch staff and their peers where possible. For the youngest children and some children with complex needs, social distancing is not feasible. It may also not be feasible in some schools where space does not allow. The school will maintain social distancing wherever we can. When staff or children cannot maintain distancing, the risk will be reduced by keeping pupils in the smaller, class-sized groups described above and a group risk assessment will be completed.The schools will make small adaptations to the classroom to support distancing where possible. This includes seating pupils side-by-side and facing forwards, rather than face-to-face. Furniture will be moved out. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.SCOT website wherever possible.<https://www.gov.scot/publications/coronavirus-covid-19-re-opening-schools-guide/>Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Measures elsewhere | Contact with persons suffering from coronavirus | EmployeesPupilsContractorsVisitors | 5 | 5 | 25 | Groups will be kept apart, including large gatherings such as assemblies or collective worship with more than one group. When timetabling, groups will be kept apart and movement around the school site kept to a minimum. While passing briefly in the corridor or playground is low risk, the school will avoid creating busy corridors, entrances and exits. The schools will also consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups). The schools will also plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms will be minimised to ensure two-metre distancing can be maintained. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.SCOT website wherever possible.<https://www.gov.scot/publications/coronavirus-covid-19-re-opening-schools-guide/>Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Other considerations | Contact with persons suffering from coronavirus | EmployeesPupilsContractorsVisitors | 5 | 5 | 25 | Where a child routinely attends more than one setting on a part-time basis, for example because they are dual registered at a mainstream school and an alternative provision setting or special school, the school will work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the child. For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items that are not shared. Classroom-based resources, such as books and games, will be used and shared within the bubble; these should be cleaned regularly, along with all frequently-touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment, will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. Outdoor playground equipment will be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers. Pupils limits will be introduced to reduce the amount of equipment they bring into school each day to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing will be avoided, especially where this does not contribute to pupil education and development. Undertake the Ellis Whittam COVID-19 Daily Management Checklist.Undertake the Ellis Whittam COVID-19 Daily Cleaning Checklist.Undertake the Ellis Whittam COVID-19 Vulnerable Persons Risk Assessment.‘Flap your wings’ exercise with pre-school children.‘Glitter germs’ exercise with primary-aged children.Children of secondary school age are involved with the development and publishing of public health guidance and communication to their community. Community events/meetings cancelled until further notice.Governors meetings cancelled/held remotely until further notice.Up-to-date emergency contact details held.New and expectant mothers risk assessment completed.Windows opened to allow ventilation.Discussions with insurer to determine further requirements.Communication to parents sent out regarding collecting and dropping off children to prevent ‘gathering’.Staff advised to bring their own food to work.Ellis Whittam’s COVID-19 Policy in place.Ellis Whittam’s Health and Wellbeing Policy in place.Lunch and breaks staggered to minimise social gatherings for pupils and staff.Regular family contact to ensure that children from families with symptoms do not attend school.Refer to separate children with (EHC) Plans in place risk assessments. Cycle storage facilities available – employees and pupils encouraged to walk/cycle to school (where feasible).Adequate supplies of facemasks, eye protection, gloves and aprons are available for pupils who become unwell at school and need direct personal care – two-metre distancing cannot be maintained.Flow of pupils and staff around the school reviewed to enable two-metre distancing to be maintained where possible (control measures could include one-way systems, staggered lesson, change, dividers installed in the middle of corridors or floor markers).Use of outdoor spaces for teaching and learning. Shared materials/resources limited for those pupils/staff that need to take these homes.Established arrangements are in place between the school and transport companies.Records maintained of staff/pupils who have been tested for COVID-19.Close liaison between families regarding symptoms – the school will not monitor temperatures.Staff working from home where possible.Usage of Ellis Whittam’s COVID-19 Toolbox Talk for staff and pupils.Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.SCOT website wherever possible.<https://www.gov.scot/publications/coronavirus-covid-19-re-opening-schools-guide/>Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Physical Education | Contact with persons suffering from coronavirus | EmployeesPupilsContractorsVisitors | 5 | 5 | 25 | Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.  |  | 5 |  |  |
| Working in the school | Contact with persons who may have been exposed to coronavirus  | EmployeesPupilsContractorsVisitors | 5 | 5 | 25 | Employees or pupils who are suspected to have coronavirus are to self-isolate in accordance with the government guidance.Other persons who may have been exposed to coronavirus have been instructed by the government guidance to self-isolate.The school understands the [NHS Test and Protect process](https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect/) and how to contact their local Public Health protection team.The school will ensure that staff members and parents/carers understand that they will need to be ready and willing to follow instructions given to them.  |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.SCOT website wherever possible.<https://www.gov.scot/publications/coronavirus-covid-19-re-opening-schools-guide/>Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Working in the school | Contact with packages (food, stationery, post deliveries) or items handled by persons who may have been exposed to coronavirus | EmployeesPupilsContractorsVisitors | 5 | 5 | 25 | All existing risk assessments will be maintained and followed. There is currently no perceived increase in risk for handling post or freight from specified areas.The schools will update its behaviour policies with any new rules/policies, and will consider how to communicate rules/policies clearly and consistently to staff, pupils and parents, setting clear, reasonable and proportionate expectations of pupil behaviour.Kitchen staff to maintain good hygiene in line with the school’s HACCP. A separate School Catering Risk Assessment has been completed. Posters promoting good hand hygiene displayed in food areas. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.SCOT website wherever possible.<https://www.gov.scot/publications/coronavirus-covid-19-re-opening-schools-guide/>Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Working in the school | Disposal of waste that may be contaminated by a coronavirus sufferer | EmployeesPupilsContractorsVisitors | 5 | 5 | 25 | All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste.Should the person test positive, the Health Protection Team will provide instructions about what to do with the waste. |  | 5 |  |  |
| Working in the school | Contracting and spreading of infection – personal hygiene  | EmployeesPupilsContractorsVisitors | 5 | 5 | 25 | Basic infection controls should be followed as recommended by the government:* Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
* Put used tissues in the bin straight away.
* Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.
* Hand sanitiser to be available in each classroom (in use), entrances and exits of buildings, near lunchrooms and toilets.
* Try to avoid close contact with people who are unwell.
* Clean and disinfect frequently-touched objects and surfaces.
* Do not touch your eyes, nose or mouth if your hands are not clean.
 |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.SCOT website wherever possible.<https://www.gov.scot/publications/coronavirus-covid-19-re-opening-schools-guide/>Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Working in the school | WelfareHand-contact pointsPoor hygiene and welfare conditions leading to staff discomfort or illness | StaffVisitorsDelivery driversPupils  | 5 | 5 | 25 | Toilets to have a regular supply of hot and cold water complete with soap and towels.Hand sanitiser available (where required).Kitchen area to have a safe supply of mains cold water.Hand-contact points cleaned daily/where practicable.Toilets and kitchen area to be regularly cleaned.Teaching staff to implement controls to prevent overcrowding and ensure two-metre social distancing. |  | 5 |  |  |
| Working in the school | Infection control | StaffVisitorsDelivery driversPupils | 5 | 5 | 25 | Refer to policy and ensure all staff are aware of its contents and new protocols.Decontamination – following advice/guidance from the Health Protection Team.Refer to guidance and posters (where required).Education poster on COVID-19 to be displayed at the main entrance to the school building(s).Ellis Whittam COVID-19 Daily Management Checklist to be used.‘Staying COVID-19 Secure in 2020’ poster in place at reception. |  | 5 |  |  |
| Working in the school  | Contact with delivery drivers / contactors to site / supply teachers  | StaffVisitorsDelivery driversPupilsContractors Supply Teachers  | 5 | 5 | 25 | All contractors / delivery drivers / suppliers expected to complete the Contractor Checklist found on the Ellis Whittam Coronavirus Advice Hub.Wherever possible, the school will avoid visitors entering their premises. In instances where settings need to use other essential professionals such as social workers, speech and language therapists or counsellors, or professionals to support delivery of a child’s EHC Plan, the school will assess whether the professionals need to attend in person or if they can do so virtually. If they need to attend in person, they should closely follow the protective measures described in this risk assessment and attendance will be kept to a minimum.Contractors only allowed on site if the work cannot be completed at another time. Contractors and delivery drivers instructed to keep two metres away from all other persons at all times.Contractors, supply teachers and delivery drivers provided with handwashing facilities.Contractors, supply teachers and delivery drivers supervised at all times.  |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.SCOT website wherever possible.<https://www.gov.scot/publications/coronavirus-covid-19-re-opening-schools-guide/>Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |

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| **Risk/Priority Indicator Key** |

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| **Likelihood** |  | **RISK / PRIORITY INDICATOR MATRIX** |
| 1. Improbable / very unlikely |  | LIKELIHOOD | 5 | 5 | 10 | 15 | 20 | 25 |
| 2. Unlikely |  | 4 | 4 | 8 | 12 | 16 | 20 |
| 3. Even chance / may happen |  | 3 | 3 | 6 | 9 | 12 | 15 |
| 4. Likely |  | 2 | 2 | 4 | 6 | 8 | 10 |
| 5. Almost certain / imminent |  | 1 | 1 | 2 | 3 | 4 | 5 |
|  |  |  | 1 | 2 | 3 | 4 | 5 |
| **Severity (Consequence)** |  | SEVERITY (CONSEQUENCE) |
| 1. Negligible (delay only) |  |  |  |  |  |  |  |  |
| 2. Slight (minor injury / damage / interruption) |  | **Summary** | **Suggested Timeframe** |
| 3. Moderate (lost time injury, illness, damage, lost business) |  | 12-25 | High | As soon as possible |
| 4. High (major injury / damage, lost time business interruption, disablement) |  | 6-11 | Medium | Within the next three to six months |
| 5. Very High (fatality / business closure) |  | 1-5 | Low | Whenever viable to do so |

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| **Review Record**  |

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| **Date of Review**  | **Confirmed by** | **Comments** |
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I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes.

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| **Employee Name (Print)** | **Employee Signature** | **Date** |
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