**St Ninian’s Primary School – Coronavirus Risk Assessment**

| **Hazard/ Risk/ Behaviour** | **Potential**  **Injury/**  **Damage** | **Level of risk** | **Persons at risk** | **Preventative Strategies** | **Reactive Strategies** | **Resources/ any other equipment** |
| --- | --- | --- | --- | --- | --- | --- |
| **August 2020 – Pupils and staff returning to school** | | | | | | |
| **Staff or Pupils Contracting Coronavirus** | Symptoms/illness  Absence  Hospitalisation  Death  School closure | Low/moderate – will continually assess & monitor news in local population/ updates from GCC and Scottish Government. | All staff and pupils | Regular Hand washing  Social distancing  One way system  Staggered entry and exit times for pupils  No parents past school gates | Advice from external agencies e.g. NHS, Trace & Track. | Posters -social distancing & hand washing  Hand washing facilities – sinks, soap & disposable hand drying towels  GCC & Scottish Government updates/ emails. |
| **Staff or Pupils Spreading Coronavirus** | Symptoms not immediately obvious (asymptomatic carrier)  Increase in illness  Absence  Hospitalisation  Death  School closure | Low/moderate – will continually assess | All staff and pupils.  Parents, carers, family members.  Wider community. | Hand washing posters & demonstrations  Regular Hand washing  Social distancing  One way system  Staggered entry and exit times for pupils  No parents past school gates (unless collecting sick child) | Further updated advice from GCC, Scottish Government, staff unions. | Posters  Hand washing facilities – sinks, soap & disposable hand drying towels One way system visuals  Visual reminders on front door  Communication methods with parents giving policy details. |
| **Lack of/ incorrect social distancing**  **\*Updated 14th September 2020\*** | Virus could spread  Absence  Hospitalisation  Death | Moderate/high – will continually assess | All staff and pupils | Markings on ground (2 metres)  Visual reminders – signage on doors of key staff areas setting out number of people permitted in the room at one time e.g. office, janitor’s office, staff toilets, staff room, gym hall is out of use and now being used as a staff room, changing rooms are closed.  Pupil prompts  Regular hand washing  2 staff rooms have been set up – chairs have been moved to 2 metre distance, staff will be asked not to move these chairs or bring additional chairs in.  Additional staff meetings have been held with teachers and support staff to revise social distancing rules.  Teaching Staff have been set up on Microsoft Teams to allow for virtual staff meetings (Assembly Hall also being used for meetings – there is enough physical space for staff to socially distance). | Act on any future advice.  As of 8th September, desks in front office have been moved so that staff are not face-to-face.  As of 10th September, clerical staff in front office are now wearing face coverings particularly if one member of staff is working at the photcopier (in addition to windows being open). – The office is also covered by the door signage advice – only office staff and SMT are permitted in the office (the door has to remain closed). | Markings  Visuals  Hand washing facilities – sinks, soap & disposable hand drying towels |
| **Displaying symptoms** | Possibly infected/ carrier.  Spread of virus.  Anxiety/ upset.  Person may not recognise the symptoms.  Person may not report immediately. | Moderate | All staff and pupils | Staff will remain vigilant for symptoms:  Sore throat  New continuous cough  High temperature  Loss/change to sense of taste  Loss/change to sense of smell  Staff displaying symptoms will be sent home.  Pupils displaying symptoms will be isolated (isolation room set up beside school office, ventilated by open window) and parent/ carer will be called to collect pupil immediately. | If Isolation Room is used, review after use to assess if any changes are required to the procedure. | Isolation Room set up (photocopier removed and buddy bench added) – this area will become out of bounds for all but essential staff. |
| **Staff with underlying health issues being exposed to virus** | May experience worse health outcomes if the virus is contracted.  Symptoms/illness  Absence  Hospitalisation  Death  School closure | Moderate risk of exposure | Staff with underlying health issues.  \*Information has been gathered and collated but for confidentiality this list has not been included in this risk assessment because all staff will read and review this document. | Hand washing  Social distancing  Establishment cleaning processes. | Monitor and re-evaluate as required. Maintain dialogue with staff. | Individual risk assessments for pregnant members of staff & any member of staff who requires an separate risk assessment. |
| **Pupils with underlying health issues being exposed to virus** | May experience worse health outcomes if the virus is contracted.  Symptoms/illness  Absence  Hospitalisation  Death  School closure | Moderate/high risk of exposure (dependent on pupils social distancing) – we will need to assess this on an ongoing basis as we how the social distancing measures are | Pupils  Their Families  School Community | Reduced amount of time spent in school (2 out of 5 days)  Hand washing  Social distancing  Establishment cleaning processes.  List of pupils with underlying health issues to be compiled by DHT & First Aider – lists will then be compared to ensure all relevant pupils are listed.  Office staff will update HT, DHT & First Aiders if parents/carers contact school with any further information/ updates re medical conditions. | Continue to monitor current updates/ research on the impact of the virus:-  On otherwise healthy children.  On children with underlying health conditions. | Hand washing facilities – sinks, soap & disposable hand drying towels |
| **First Aid requirements** | Slips, trips, falls, bumps, knocks.  Cut  Bruise  Bump  Bleeding  Biohazard exposure (blood, saliva, Coronavirus) | Moderate | Pupils  staff | Waste products e.g. wipes, paper towels ‘double bagged’ and taken directly to outside bin.  Ensure First Aid room and area are clean. | First Aiders (MM & AM) both require to attend First Aid refresher training – HT will authorise both to attend when training opportunities become available again – date TBA. | Hand washing facilities – sinks, soap & disposable hand drying towels  First Aid room & equipment  PPE:-  Gloves  Aprons  Bin nags |
| **First Aid emergency e.g. seizure** | Seizures  Asthma attacks  Fainting  Head injury  Serious accidents e.g. falling down stairs  Blood loss  Loss of consciousness  Broken bones  Hospitalisation  Death  Biohazard exposure (blood, vomit, saliva, Coronavirus) | Moderate | Pupils  staff | Green First Aid emergency card to be sent to office ASAP.  Box of masks (being provided by GCC) for use during emergencies.  Apron  Gloves  First Aider to maintain distance as far as possible.  Waste products double bagged and taken directly to outside bin. |  | PPE:-  Gloves  Aprons  Masks  Bin bags  Green First Aid emergency card.  Hand washing facilites – sinks, soap & disposable hand drying towels |
| **Intimate personal care** | Change of clothes required  Change of underwear required  Biohazard exposure (urine, faeces, Coronavirus) | Low/ Moderate | Pupils | Apron  Gloves  \*GCC advice currently )as below) is that masks should not be required in this situation – staff can evaluate and discuss if changes are required with SLT.  Education Services (ES)  Personal Protective Equipment (PPE)  Revised Arrangements for PPE re COVID-19  12/08/2020  3.2 states:-  “In line with the guidance **standard** Personal/Medical Care Activities that would take 15minutes or less to carry out would require **only** the standard gloves and aprons as previously required and **no additional PPE would be required.”** |  | PPE:-  Apron  Gloves  Bin bags  Hand washing materials – sinks, soap & disposable hand drying towels |
| **Outdoor areas (playground, approach to school building)** | Inappropriate/ incorrect social distancing  Social distancing not adhered to  Contracting virus | Moderate – this will not be clear until the pupils return to school in August 2020. | Pupils  Staff  Wider Community | Markings – 2 metres.  Verbal & visual reminders.  Separate entrances to reduce number of pupils entering and exiting the school building at the same time in close proximity. | Re-assess when pupils return to school in August 2020 | Visual markings  Designated entry/exit doors |
| **Communal areas – classrooms, dinning room** | Failure of pupils to adhere to social distancing advice  Failure of staff to adhere to social distancing advice | Moderate/high | Pupils  Staff | Visuals will help remind everyone (sometimes children and adults will forget)  Furniture/ tables will be set up to reinforce social distancing.  Dinning room – rota for class lunches to ensure that social distancing can be maintained.  Classes have a designated table to sit at in the Dinning Room – each table is then cleaned after use.  Pupils with packed lunches will be encouraged to eat them outside (dependent on the weather). |  | Visuals  Staff supervision  Furniture/ table set up |
| **Toilets** | Failure of pupils to wash hands.  Failure of pupils to remain 2 metres apart whilst in the toilets.  Pupils carrying on in the toilets.  Pupils fighting in the toilets.  Pupil slip, trip or fall in the toilets.  Cleanliness of toilets. | Moderate/ high | Pupils  Staff | Cleaning processes in place – GCC working with cleaning staff to agree provision.  Staff to discuss importance of hygiene especially washing hands and remaining socially distant.  Hand washing & social distancing posters to be displayed in toilets.  Hand hygiene refresher lessons – how to wash your hands thoroughly (20 seconds with soap & warm water). | Assess on on-going basis. Any serious breaches of procedure will be reported to parents/ carers. | Hand washing visuals and posters.  Social distancing visuals.  Cleaning materials via Facilities management. |
| **Fire/ bomb alert in school building** | Panic/ anxiety  Injury  Death | Low | All pupils and staff | Follow agreed procedures – evacuate school as normal.  Please see Fire procedures. | Assess after first fire drill.  Reassess as required. | Janitor to plan and carry out regular fire drills to ensure all staff and pupils take part in a drill in August 2020.  Janitor to confirm dates and times of drills with Knightswood Early Years SMT. |
| **Parents/carers wishing to enter the building** | Spread of the virus | Low | All pupils and staff | Not permitted – unless to collect their child.  Parents will be advised to drop their child off at the gate. | Reassess as required | Communication with parents:-  Signage on front door  Text messages  Social media  Seesaw  Newsletters |
| **Shared equipment** | Spread of the virus | Moderate | All pupils and staff | Cleaning processes in place.  Further staff discussion re objects in classroom e.g. toys, iPads.  Learning materials – pupils will have own pack to use without the need to share. | Consult staff – is further risk assessment required for possibility that children will share some equipment e.g. during play opportunities? | Cleaning materials e.g. wipes  Hand washing facilities – sink, soap, paper towels. |
| **External agencies e.g. Speech & Language** | Spread of the virus | Low – external agency staff will not be permitted to enter the building until GCC advice changes. | All staff and pupils | Make own arrangements to contact parents directly – no visits in school until advise changes from Scottish Government/ Glasgow City Council. | Monitor for a change in advice.  Assess individual situations if there is a very strong need for a visiting professional to enter the building.  Look for other ways for professionals to conduct observations. | Communication with external agency staff possibly via email, phone, Microsoft Teams rather than face-to-face. |